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# Annual Report Pursuant to Access to Information Act and Privacy Act



1 April 1998 - 31 March 1999



# **National Energy Board**

Annual Report
Pursuant to the
Access to Information Act
and the Privacy Act

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This report is published separately in both official languages.

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Internet: http://www.neb.gc.ca

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Office of the Chairman

Bureau du Président

27 May 1999

The Honourable Ralph Goodale, P.C., M.P. Minister of Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4

Dear Minister:

In accordance with the provisions of Sections 72 of the Access to Information Act and the Privacy Act, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 1998 to 31 March 1999.

Yours truly,

Kenneth W. Vollman

Chairman

Enclosure

Telephone/Téléphone : (403) 292-4800 Facsimile/Télécopieur : (403) 292-5503

http://www.neb.gc.ca

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# PART A

## STATISTICAL REPORT

During the financial year 1 April 1998 to 31 March 1999, the National Energy Board ("the Board") received eleven requests for information under the *Access to Information Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

TBS/SCT 350-62 (Rev. 1999/03)

# REPORT ON THE ACCESS TO INFORMATION ACT

# RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATON

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cues pendant la période visée par le rapport standing from previous period / 0				2		Disclosed in part / Communication partielle		2	7.	Abandoned by applicant / Abandon de la demande			1
suspens depuis la période antérieure					3	Nothing disclosed (excluded) /			8.	Treated informally / Traitement non officiel			
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(d)			(d)			S. Art. 19(1)							
i. vrt. 14		S.	n. 16(2)			S. Art. 20(1)(a)				S. Art.22			
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(b)				(d)			De 31	à 60 jours					
(c)				(e)			61 to 120 days / De 61 à 120 jours						
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Art. 69(1)(a) (b)				(g)									
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Prorogations des délais			over /	Translation	s req	uested /				Copies given / Copies de l'original			10
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Third party / Tiers													
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#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

## I Received During Reporting Period

During the reporting period, the Board received eleven requests under the *Access to Information Act* and there were no requests outstanding from the previous reporting period.

## II Disposition of Requests Completed

For two of the requests received during the reporting period, the Board disclosed only parts of the documents because the remainder were exempt under Section 20(1)(a) of the *Access to Information Act*. For one of the eleven requests, the Board advised the client of the estimated cost of providing all the documentation requested. The client did not follow up on the request. With respect to the other eight requests, all the documents requested were disclosed.

# V Completion Time

For two of the requests received during the reporting period, a 30 day extension of time to respond was requested because of the amount of documents to be prepared. The requests were completed within 60 days. The remaining nine requests were completed within the 30 days specified in the *Access to Information Act*.

#### IX Fees

A total of \$50.00 was received for the requests submitted during the reporting period.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Access to Information totalled approximately \$3 000 for 100 hours.

The Board estimates that 100 hours equates to 0.05 person year.

#### PART C

#### SUPPORTING DOCUMENTATION

#### I General

The Board is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of Information Bulletins, 13 to date, news releases, 46 during the reporting period, a quarterly Regulatory Agenda together with monthly updates, the latest issue being 1 April 1999, an Annual Report, the latest covering calendar year 1998, an Electronic Board Document System and an Internet site.

The provision of information to the public is not new to the Board, and the Board encourages the public to request information informally rather than formally under auspices of the *Access to Information Act*. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, we have in place measures to administer the Act. These measures are described in the following sections.

# II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by a Communications Officer. In addition, one of the Board's Legal Counsel provides advice, as required.

# III Implementation of the Access to Information Act

As previously mentioned, the proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room has been designated.

#### IV Formal/Informal Interface

The Board receives an average of 450 requests for information each month. Approximately 25 percent of these requests are of a complex nature, requiring research and co-ordination with other business units. Such requests are responded to in an average of five working days.

Neither the proclamation of the *Access to Information Act* nor the requests received under the Act have affected the number of informal requests received and disposed of by the Board.

#### V Institutional Policies

In view of the small number of Access to Information requests received to date, the Board has not had a need to formulate policies specifically dealing with the requirements of the *Access to Information Act* or its Regulations.

## VI Delegation Instrument

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act, except for the power to refuse access to a record requested under the Access to Information Act.

A copy of the Designation Order and an Amendment to the Designation Order are attached as Appendix I and Appendix II, respectively.

#### NATIONAL ENERGY BOARD



## OFFICE NATIONAL DE L'ÉNERGIE

#### ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 18 day of March , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82 c. 111

National Energy Board

Office national de l'énergie

### ACCESS TO INFORMATION ACT DESIGNATION AMENDMENT ORDER

The Acting Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\*, hereby amends the Access to Information Act Designation Order made on the 18th day of March 1983, at the City of Ottawa, in the Province of Ontario, by deleting the words "Standing Committee on Regulatory Process" in the text of the Order and substituting therefore the words "Executive Team".

Dated at the City of Calgary, in the Province of Alberta, this 27th day of May 1998.

Kenneth W. Vollman Acting Chairman

<sup>\*</sup> Access to Information Act R.S.C. 1985, c A-1, s. 1.



## PART A

# STATISTICAL REPORT

During the financial year 1 April 1998 to 31 March 1999, the Board received no requests for information under the *Privacy Act* 

The Statistical Report which follows reflects this. As this is a nil report, no explanation of it is provided.

# REPORT ON THE PRIVACY ACT RAPPORT CONCERNANT LA LOI SUR LA PROTECTION

					DES F	RENSEIGN	EMENIS	PERSONNELS					
								Reporting period / Période visée par le rapport 1998 - 1999					
	Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection		IV	Exclusions Exclusions				nslations / ductions					
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n suspens depuis la période antérieure			S.				Traductions préparées		sh /				
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Parried forward / Reportées			-				Copies given /						
1	Disposition of request completed / Disposition à l'égard des demandes traitées			(d)			Examination Examen de	n /					
1.	All disclosed /			(f)			Copies and examination /						
_	Communication totale  Disclosed in part /												
2.	Communication partielle  Nothing disclosed (excluded) /		V	Completion									
3.	Aucune communication (exclusion)  Nothing disclosed (exempt) /		30 days or under /				Corrections and notation /						
4.	Aucune communication (exemption)  Unable to process /		31 to 6	30 jours ou moins 31 to 60 days /			Corrections requested /						
5.	Traitement impossible			De 31 à 60 jours 61 to 120 days /			Corrections demandées  Corrections made /						
6.	Abandonned by applicant / Abandon de la demande		De 61 à 120 jours				Corrections effectuées  Notation attached /						
7. Transferred / Transmission			121 jours ou plus			1	Mention annexée						
TO	TAL												
111	Exemptions invoked /		VI	Extentions	; / ons des délais			X Costs/					
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S A	n. 24												
0			1										



Art. 25 S An. 26 S Art 27

#### PART B

#### SUPPORTING DOCUMENTATION

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by a Communications Officer. In addition, one of the Board's Legal Counsel and a staff member of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chairman of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. However, as only one request has ever been received, there has been little impact on the Board.

The Board's staff are aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.

NATIONAL ENERGY BOARD



## OFFICE NATIONAL DE L'ÉNERGIE

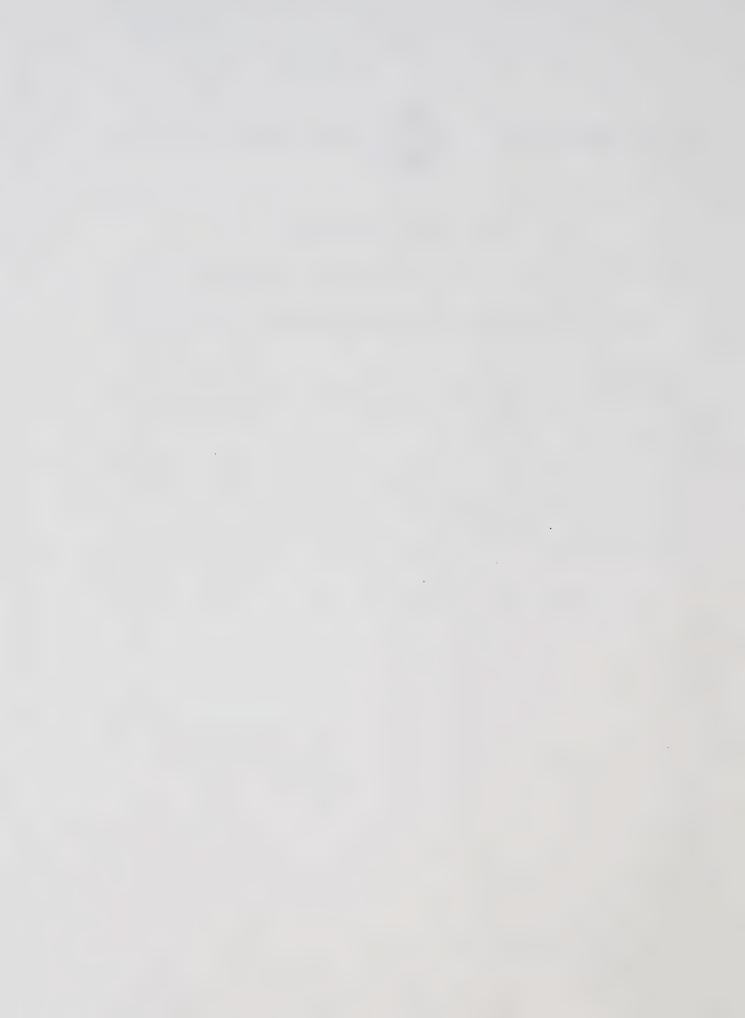
### PRIVACY ACT DESIGNATION ORDER

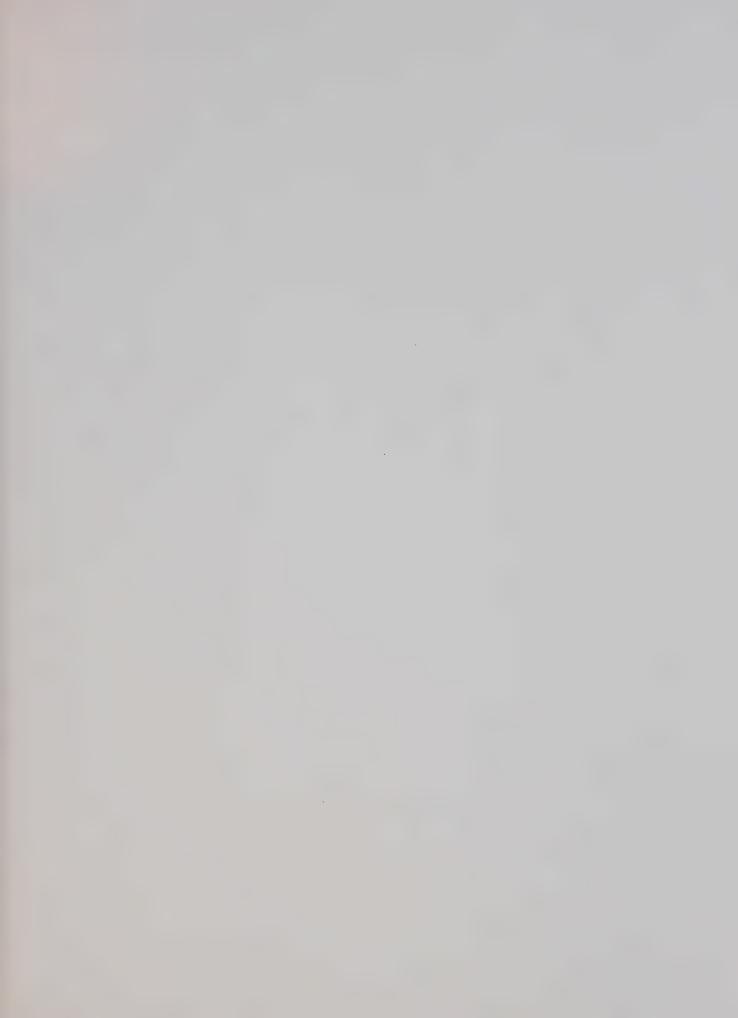
The Chairman of the National Energy Board, pursuant to Section 73 of the Privacy Act\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this & day of Murch , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82, c. 111



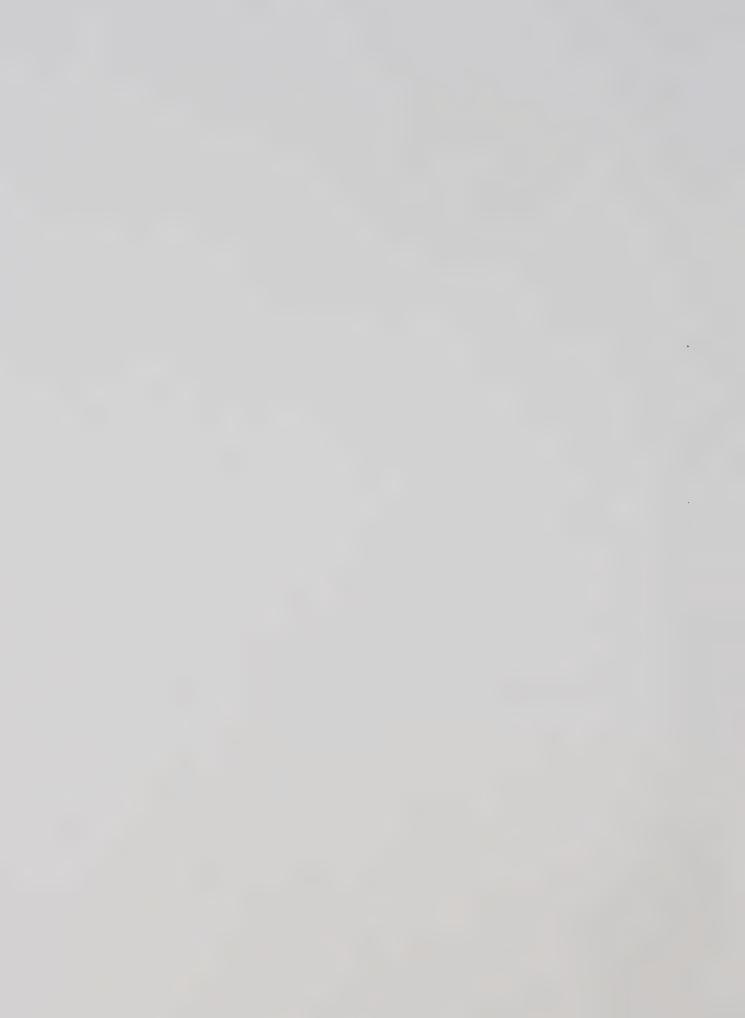


CA1 MT76 -A50



# Annual Report Pursuant to Access to Information Act and Privacy Act





# **National Energy Board**

Annual Report
Pursuant to the
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Télécopieur: (403) 292-5503

Internet: http://www.neb-one.gc.ca



Office of the Chairman

Bureau du Président

1 May 2002

The Honourable Herb Dhaliwal, P.C., M.P. Minister of Natural Resources 580 Booth Street Ottawa, Ontario K1A 0E4

#### Dear Minister:

In accordance with the provisions of Sections 72 of the Access to Information Act and the Privacy Act, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 2001 to 31 March 2002.

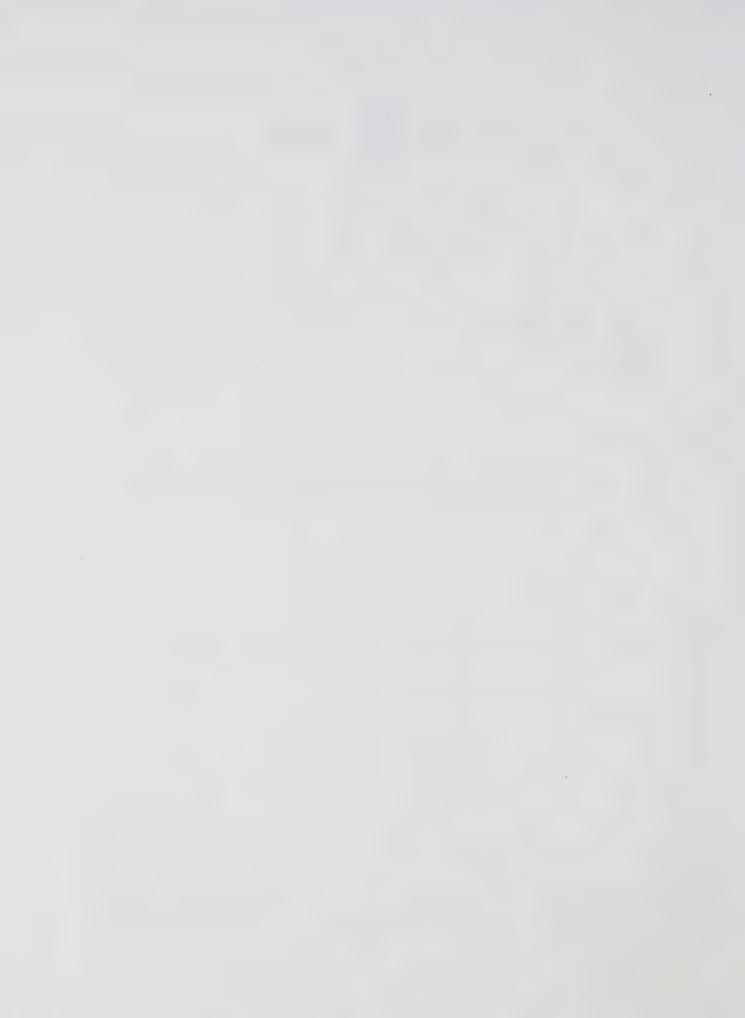
Yours truly,

Kenneth W. Vollman

Chairman

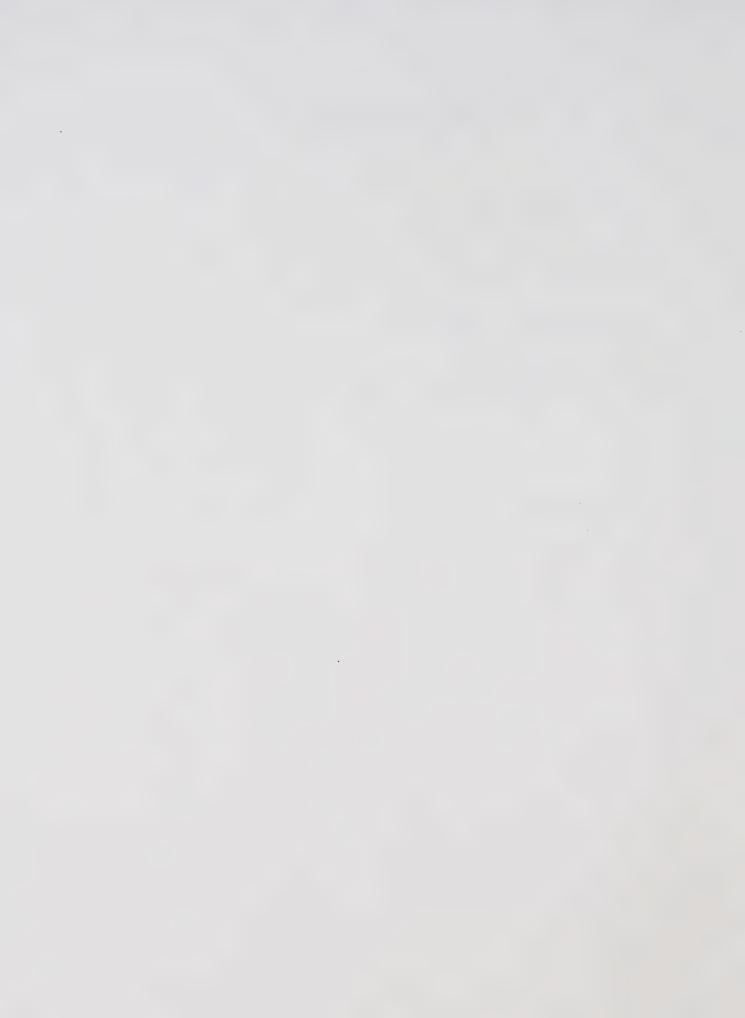
Attachment

http://www.neb.gc.ca



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# PART A

# STATISTICAL REPORT

During the fiscal year 1 April 2001 to 31 March 2002, the National Energy Board (the Board) received seven requests for information under the *Access to Information Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Institution National Energy B	oard / Offic	ce national o	le l'énergie							Report 2001-		iod / Période visée par le	гаррогі	
Source	Mo 2	edia / Médias	Aca	iniversitatire	2	Business / Secteur commercial			Organi 2	Organization / Organisme Put 2				
Requests und			ation Act / cès à l'information			н		ositon of requests complete						
Received during repo	rting period	/		<i>n</i>	7	1.	All d	Disposition à l'égard des demandes traitées  All disclosed /			6.	Unable to process /		
Reçues pendant la pé Outstanding from pro						-	_	losed in part /				Abandoned by applic		
En suspens depuis la					0	2.	Com	imunication partielle		1	7.	Abandon de la demai		
TOTAL					7	3.	Auci	ning disclosed (excluded) / une communication (exclusi				Treated informally / Traitement non offici	el	
Completed during reporting period / Traitées pendant la période visées par le rapport				5	4.		ning disclosed (exempt) / une communication (exemp	tion) TOTAL				5		
Carried forward / Reportées				2	5.		sferred / smission	TOTAL						
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S. Art. 13(1)(a)			S. A	rt 16(1)(a)				S. Art. 18(b)				S. Art. 21(1)(a)		
(b)				(b)				(c)				(h)		1
(c)				(c)				(d)				(c)		
(d)				(d)				S. Art. 19(1)				(d)		
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	tés subversi	ves	A	rt. 18(a)								Art 26		
Exclusions of Exclusions of										Completion t Délai de trait				
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(h)		(d)						31 to 60 days / De 31 à 60 jours						
(c)				(e)					61 to 120 days / De 61 à 120 jours					1
S.				(f)				121 days or over/						
Art. 69(1)(a)				(g					L	121 jours ou plus				
V Extensions	,					ranslati	000 /				1	Method of	arress /	
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Searching / Recherche				1	Transla prepa			English to French / De l'anglais au français				Examination / Examen de l'original		
Consultation					Traduc prépa			French to English / Du français à l'anglais				Copies and examination Copies et examen	on /	1
Third party / Tiers											- 1			
TOTAL				1										
I Fees / Y Frais									Ī	X Costs Coûts				
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Application fees /			15.00	Preparation /						Salary /		r manciers (raisons	\$	2250
Frais de la demande 15.00  Reproduction		Computer processing /		Ad		Administration (O and M) /			\$	500				
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\$25,00 or under /	Dispense				bre de fois	,	<i>d</i> ·		Années-personnes utilisées (raison)  Person year (decimal format) /		(raison)	0.05		
25 \$ ou moins						3	\$	15.00		Années-personnes (no				0.03
Over \$25.00 / De plus de 25 \$							\$							

### PART B

### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

# I Received During Reporting Period

During the reporting period, the Board received seven requests under the *Access to Information Act* and there were no requests outstanding from the previous reporting period. Two of the seven requests have been carried forward into the new fiscal year.

# II Disposition of Requests Completed

For one of the requests completed during the reporting period, the Board disclosed only parts of the documents because the remainder were exempt under Sections 21(1)(b) and 23 of the *Access to Information Act*. With respect to the remaining four requests, all documents requested were disclosed.

# V Completion Time

Of the five requests completed during the reporting period, four were completed within the 30 days specified in the *Access to Information Act*, and for one request a 60 day extension was sought.

## IX Fees

A total of \$15.00 was received for the requests submitted during the reporting period.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Access to Information totalled approximately \$2 750 for 80 hours.

The Board estimates that 80 hours equates to 0.05 person year.

#### PART C

### SUPPORTING DOCUMENTATION

### I General

The National Energy Board (the Board) is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of Information Bulletins, 13 to date, news releases, 51 during the reporting period, an Annual Report, the latest covering calendar year 2001 and an Internet site www.neb-one.gc.ca and the Regulatory Agenda publication on a monthly basis.

The provision of information to the public is not new to the Board, and the Board encourages the public to request information informally rather than formally under auspices of the *Access to Information Act*. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, we have in place measures to administer the Act. These measures are described in the following sections.

# II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Administrator. In addition, one of the Board's Legal Counsel provides advice, as required.

# III Implementation of the Access to Information Act

As previously mentioned, the proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room has been designated.

### IV Formal/Informal Interface

The Board receives an average of 450 requests for information each month. Approximately 25 percent of these requests are of a complex nature, requiring research and co-ordination with other business unit, and the average response time is five working days.

Neither the proclamation of the *Access to Information Act* nor the requests received under the Act have affected the number of informal requests received and disposed of by the Board.

### V Institutional Policies

The Board formalised its administrative procedures in the form of a manual, which was undertaken in order to ensure requests are processed in accordance with the applicable delegation documents and legislative authorities.

### VI Delegation Instrument

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act, except for the power to refuse access to a record requested under the Access to Information Act.

A copy of the Designation Order and an Amendment to the Designation Order are attached as Appendix I and Appendix II, respectively.

APPENDIX I

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

#### ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 16 day of Maich , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82 c. 111

APPENDIX II

	中	
	el We	
National Energy Board	7/8	Office national de l'énergie
	(30255)	

#### ACCESS TO INFORMATION ACT DESIGNATION AMENDMENT ORDER

The Acting Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\*, hereby amends the Access to Information Act Designation Order made on the 18th day of March 1983, at the City of Ottawn, in the Province of Ontario, by deleting the words "Standing Committee on Regulatory Process" in the text of the Order and substituting therefore the words "Executive Team".

Dated at the City of Calgary, in the Province of Alberta, this 27th day of May 1998.

Kenneth W. Vollman Acting Chairman

<sup>\*</sup> Access to Information Act R.S.C. 1985, c A-1, s. 1.

# II PRIVACY

# PART A

# STATISTICAL REPORT

During the fiscal year 1 April 2001 to 31 March 2002, the Board received no requests for information under the *Privacy Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

	tution	
Nati	ional Energy Board / Office national de l'énergie  Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	<del> </del>
	eived during reporting period / ues pendant la période visée par le rapport	0
Outs	standing from previous period /	0
TOT		0
	pleted during reporting period / ées pendant la période visées par le rapport	0
Carr	ied forward / ortées	0
1100		
П	Disposition of request completed / Disposition à l'égard des demandes traitées	
1.	All disclosed / Communication totale	
2.	Disclosed in part / Communication partielle	
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	
5.	Unable to process / Traitement impossible	
6.	Abandonned by applicant / Abandon de la demande	
7.	Transferred / Transmission	
TO	TAL	
Ш	Exemptions invoked / Exceptions invoquées	
S. Art.	18(2)	
S.	19(1)(a)	
	10(1)(0)	
	(b)	
	(c)	
	(d)	
S. Art.	20	
S. Art.	21	
S. Art.	22(1)(a)	
	(b)	
	(c)	
	22(2)	
S. Art.	23 (a)	
S	(b)	
Art.	24	
Art.	25	
S Art.	26	
S	27	

TBS/SCT 350-63 (Rev. 1999/03)

IV	Exclusions cited / Exclusions citées						
S. Art. 69	9(1)(a)						
	(b)						
S. Art. 70	D(1)(a)						
	(b)						
	(c)						
	(d)						
	(e)						
	(f)						

Translations prepared /	English to French / De l'anglais au français
Fraductions oréparées	French to English / Du français à l'anglais
W-111	f of access /
Méthod	l of access / le de consultation
Méthod Copies given /	le de consultation
W-111	de de consultation

Reporting period / Période visée par le rapport 2001 - 2002

Translations / Traductions

VII

V.	Completion time / Délai de traitement	
	ys or under / irs ou moins	Corrections and notation / Corrections et mention
	60 days / à 60 jours	Corrections requested / Corrections demandées
	120 days / à 120 jours	Corrections made / Corrections effectuées
	ays or over / ours ou plus	Notation attached / Mention annexée

Prorogation				
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus		
erence with tions / uption des tions				
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lation / ction				
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\$		
\$		
\$	0.00	
reasons s (raisor		
	\$ reasons	



### PART B

## SUPPORTING DOCUMENTATION

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Administrator. In addition, one of the Board's Legal Counsel and a staff member of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chairman of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. The Board's staff are aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.

APPENDIX 1

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

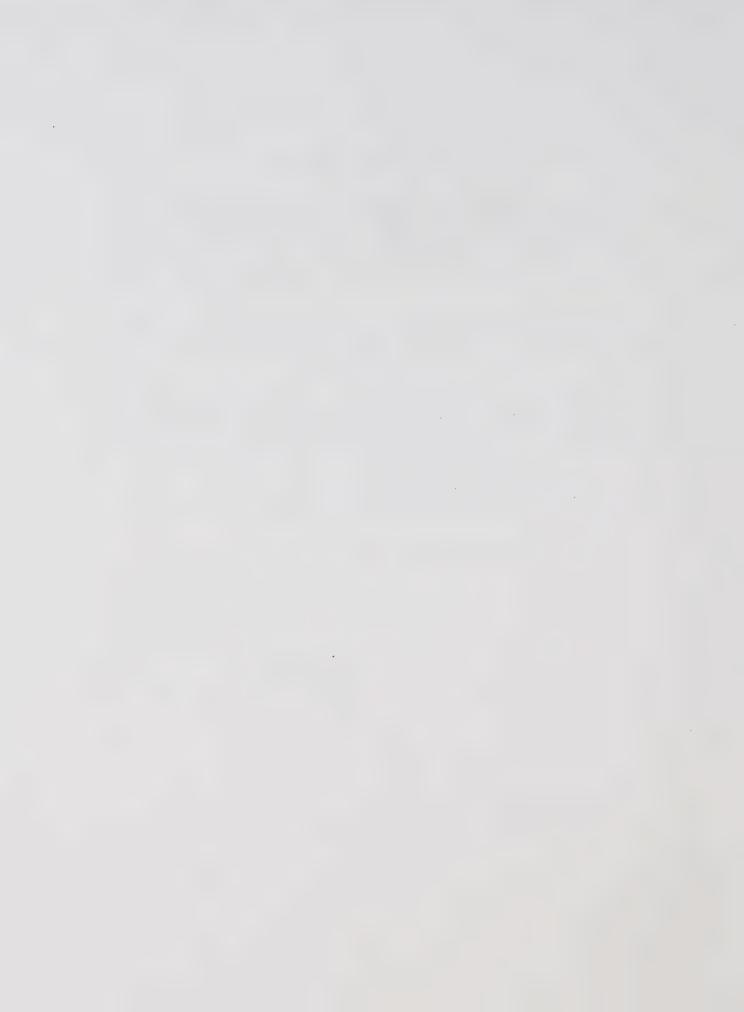
#### PRIVACY ACT DESIGNATION ORDER

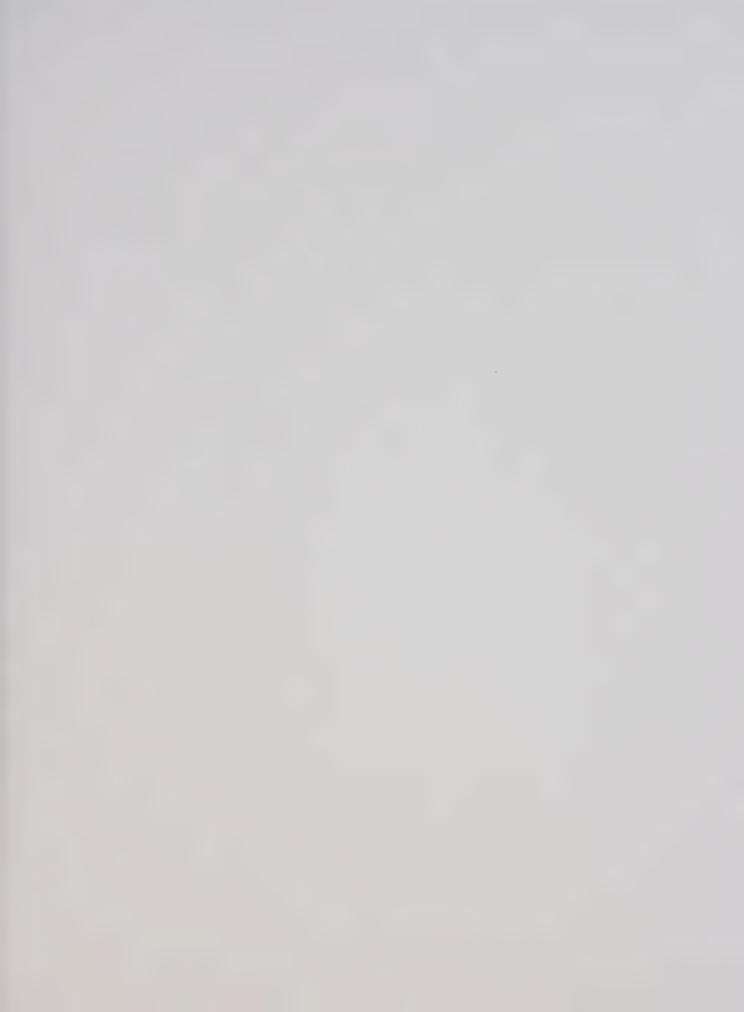
The Chairman of the National Energy Board, pursuant to Section 73 of the <u>Privacy Act</u>\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this 16 day of March , 1983.

C.G. Edge Chairman

s.c. 1980-81-82, c. 111









# Annual Report Pursuant to Access to Information Act and Privacy Act



# **National Energy Board**

Annual Report
Pursuant to the
Access to Information Act
and the Privacy Act



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For further information, please contact:

The Office of the Secretary National Energy Board 444 Seventh Avenue S.W. Calgary, Alberta T2P 0X8 (403) 292-4800

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Internet: http://www.neb-one.gc.ca

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Pour de plus amples renseignements, contactez:

Le bureau du secrétaire Office national de l'énergie 444, Septième Avenue S.-O. Calgary (Alberta) T2P 0X8

(403) 292-4800

Télécopieur: (403) 292-5503

Internet: http://www.neb-one.gc.ca

National Energy Board Office national de l'énergie

Office of the Chairman

Bureau du Président

15 June 2004

The Honourable R. John Efford, P.C., M.P. Minister of Natural Resources 580 Booth Street Ottawa, Ontario K1A 0E4

Dear Minister:

In accordance with the provisions of Sections 72 of the *Access to Information Act* and the *Privacy Act*, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 2003 to 31 March 2004.

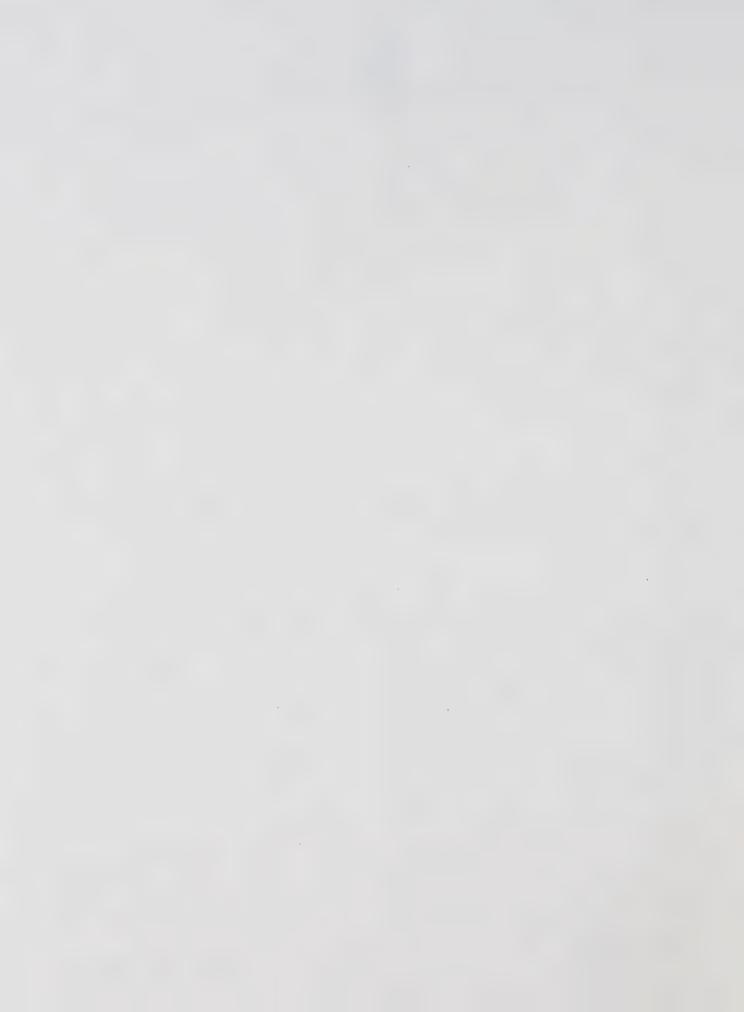
Yours truly,

Kenneth W. Vollman

Chairman

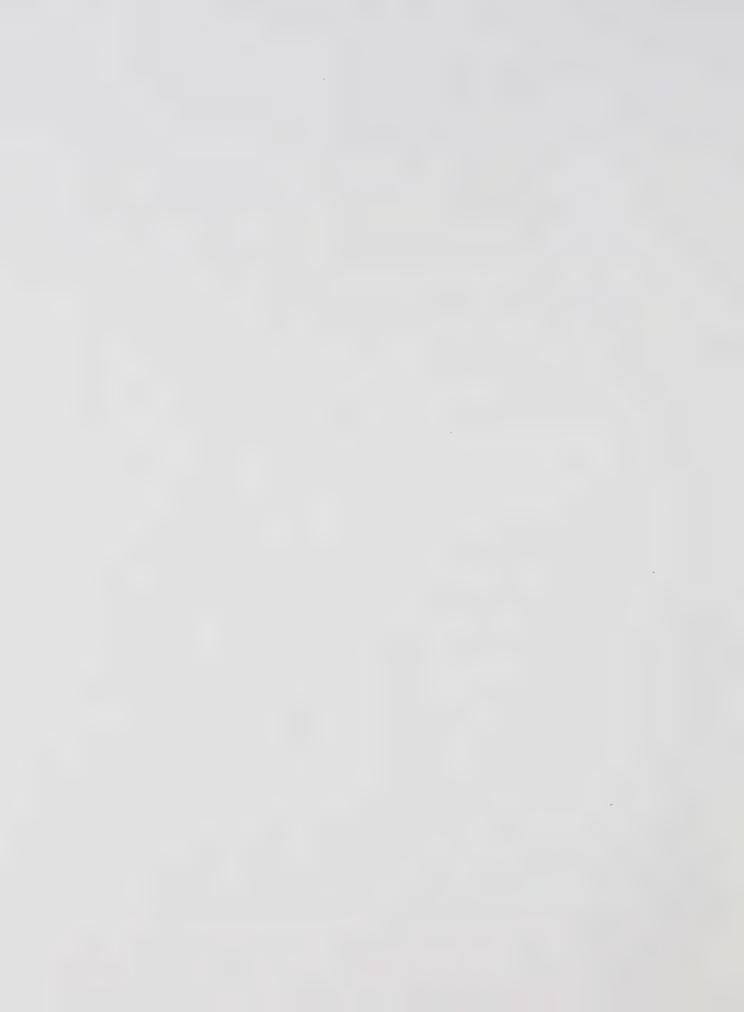
Attachment

http://www.neb-one.gc.ca

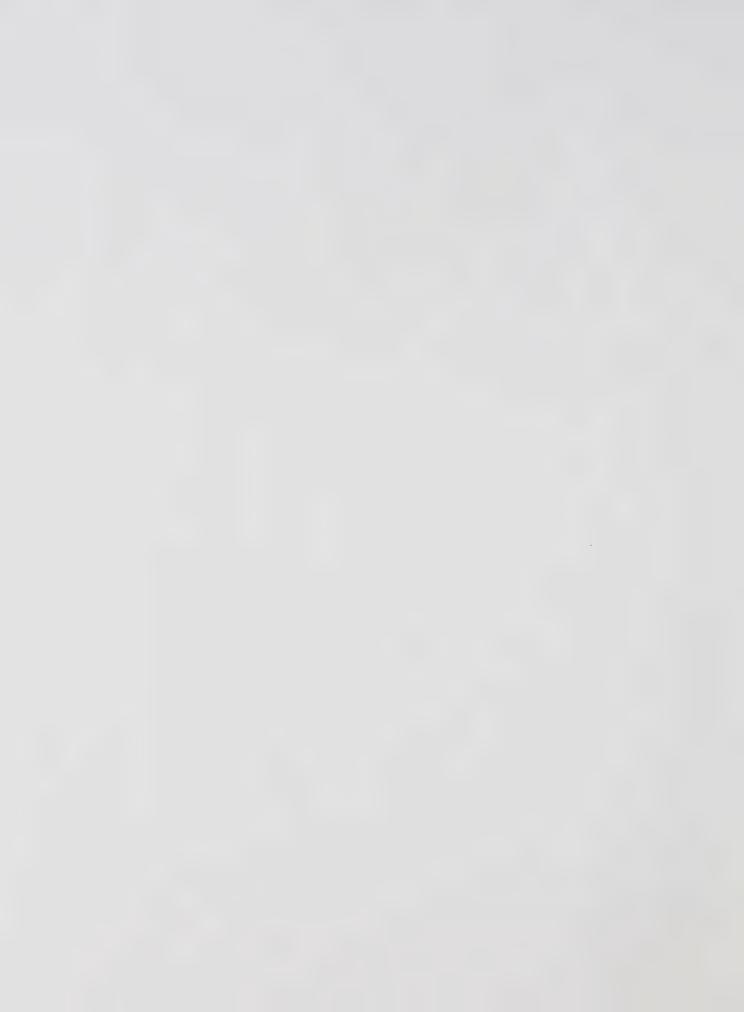


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I	Access to Information	1
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	Part B - Interpretation/Explanation	4
	Part C - Supporting Documentation	5
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## PART A

# STATISTICAL REPORT

During the fiscal year 1 April 2003 to 31 March 2004, the National Energy Board received eleven requests for information under the *Access to Information Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Institution								iod / Période visée par le		
National Energy Board / Office national de l'énergie  Media / Médias Academia / Secteur universita  Academia / Secteur universita					Business / Secteur comm		April / avril 2003 - March / mar Organization / Organisme Pu			
Source 1					6	2			3	
Requests under the Demandes en vert	Disposition of requests complete Disposition à l'égard des dema									
eporting period / période visée par le rapport			11	1.	All disclosed / Communication totale	4	6.	Unable to process / Traitement impossible		
	Outstanding from previous period / En suspens depuis la période antérieure			2.	Disclosed in part / Communication partielle	2	7.	Abandoned by applicant / Abandon de la demande		
TOTAL			11	3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	(an)	8.	Treated informally / Traitement non officie	1	
Completed during reportin			9	4.	Nothing disclosed (exempt) /			Tracellolic flori officie		
Traitées pendant la période Carried forward /	visees par le rapport		2	5.	Aucune communication (exemp	TOTAL		ΓAL		
Reportées  Exemptions invok Exceptions invoqu				<u> </u>	Transmission					
S. Art. 13(1)(a)		S.	16(1)(a)		S. Art. 18(b)			S. Art. 21(1)(a)		
(b)			(b)		(c)			(b)		
(c)			(c)		(d)			(c)		
(d)			(d)		S. Art. 19(1)		2	(d)		
S. Art. 14		S. Art	. 16(2)		S. Art. 20(1)(a)			S. Art.22		
S. 15(1) International Art. Relations in		S.	. 16(3)		(b)		-	S. Art 23		
Defence / Défense		S.	. 17		(c)			S. Art. 24		
Subversive Activités su		S.	. 18(a)		(d)			S. Art 26		
I Exclusions cited /	oversives	741	. 10(0)			Completion t	ima /	74120		1
V Exclusions citées						Délai de trait				
S. Art 68(a)			S. Art. 69(1)(c)			30 days or under / 30 jours ou moins				
(b)			(d)			31 to 60 days / De 31 à 60 jours				
(c)			(e)			61 to 120 days / De 61 à 120 jours				
S. Art. 69(1)(a)			(f)			121 days or over / 121 jours ou plus				
(b)			(g)							
Y Extensions /	141_:-		VI	Translati				VIII Method of a		
	sys of under / 31	days or over		ions reque	sted /			Copies given /	consultation	
Searching /	urs ou moins 31	jours ou plus		ons demar	English to French /			Copies de l'original  Examination /		
Recherche  Consultation				epared /	De l'anglais au français French to English /		-	Examen de l'original  Copies and examination	n /	
Third party /			pr	éparées	Du français à l'anglais		J	Copies et examen		
Tiers										
TOTAL										
Fees / Frais		Net fees co	hllacted /			X Costs Coûts		Financial (all reasons		
A. V. of a Co.		Frais net	perçus					Financiers (raisons)		
Application fees / Frais de la demande		\$30.00	Preparation / Préparation			Salary / Traitement			\$	
Reproduction			Computer processing Traitement information			Administration (O an Administration (fonct		nent et maintien)	\$	
Searching / Recherche			TOTAL			TOTAL			\$	4
	ees waived / spense de frais		No. of times Nombre de fo		\$			rson year utilization (all r nnées-personnes utilisées		
\$25.00 or under / 25 \$ ou moins				6	\$ \$30.00	Person year (decimal Années-personnes (ne	format	) /		
Over \$25.00 / De plus de 25 \$					\$					

TBS/SCT 350-62 (Rev. 1999/03

### PART B

### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

# I Received During Reporting Period

During the reporting period, the Board received eleven requests under the *Access to Information Act* and there were no requests outstanding from the previous reporting period.

# II Disposition of Requests Completed

For two of the requests completed during the reporting period, the Board disclosed only parts of the documents because the remainders were exempt under Sections 19(1) of the *Access to Information Act*. With respect to the remaining nine requests, for four requests all documents requested were disclosed, three were abandoned by applicant and two came in near year end and were carried forward to 2004/2005 fiscal year.

# V Completion Time

Of the six requests completed during the reporting period, three were completed within the 30 days specified in the *Access to Information Act*, and for three requests a 30 days extension was sought.

### IX Fees

A total of \$30.00 was received for the requests submitted during the reporting period.

## X Costs

The costs incurred for handling the requests and administrative matters dealing with Access to Information totaled approximately \$4 100 for 150 hours.

The Board estimates that 150 hours equates to 0.10 person year.

### PART C

### SUPPORTING DOCUMENTATION

### I General

The National Energy Board (the Board) is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of 13 Information Bulletins to date but one is obsolete and will be replaced, 26 news releases during the reporting period, an Annual Report that covers calendar year 2003, an Internet site <a href="www.neb-one.gc.ca">www.neb-one.gc.ca</a> and the Regulatory Agenda publication on a monthly basis.

The provision of information to the public is not new to the Board, and the Board encourages the public to request information informally rather than formally under official *Access to Information Act* requests. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, we have in place measures to administer the Act. These measures are described in the following sections.

# II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Project Coordinator. In addition, Board's Legal Counsels provide advice and employees contribute with technical information as required.

# III Implementation of the Access to Information Act

As previously mentioned, the proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room has been designated.

### IV Formal/Informal Interface

The Board receives an average of 450 requests for information each month. Approximately 25 percent of these requests are of a complex nature, requiring research and co-ordination with other business units, and the average response time is five working days.

Neither the proclamation of the *Access to Information Act* nor the requests received under the Act has affected the number of informal requests received and disposed of by the Board.

### V Institutional Policies

The Board formalized its administrative procedures in the form of a manual, which was undertaken in order to ensure requests are processed in accordance with the applicable delegation documents and legislative authorities.

## VI Delegation Instrument

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act, except for the power to refuse access to a record requested based on a discretionary exemption under the Access to Information Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

A copy of the Designation Order and a Designation Replacement Order are attached as Appendix I and Appendix II, respectively.

APPENDIX I

NATIONAL ENERGY BOARD



# OFFICE NATIONAL DE L'ÉNERGIE

### ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 16 day of Maid , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82 c. 111



# ACCESS TO INFORMATION ACT DESIGNATION REPLACEMENT ORDER

The Chairman of the National Energy Board (the Board), pursuant to Section 73 of the Access to Information Act, (the Act) hereby replaces the Access to Information Act Designation Order made on the 18<sup>th</sup> day of March 1983, at the City of Ottawa in the Province of Ontario, as modified by the Access to Information Act designation Amendment Order made on the 27<sup>th</sup> day of May 1998, at the City of Calgary, in the Province of Alberta by the following text.

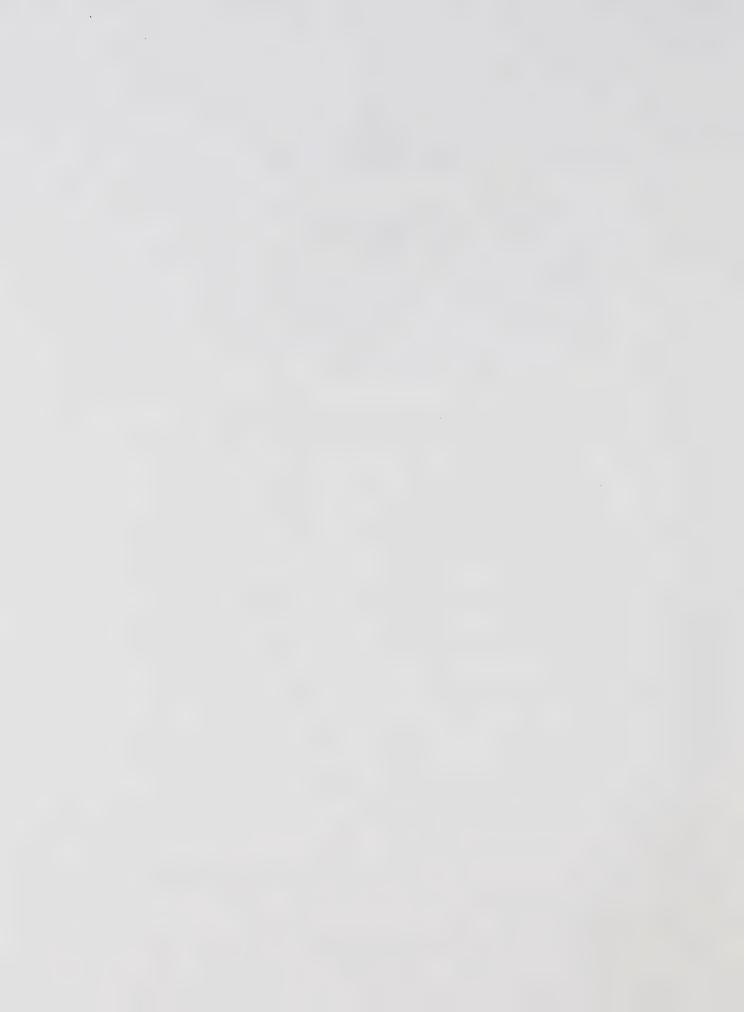
The Chairman of the Board, pursuant to Section 73 of <u>the Access to Information Act</u>\* hereby designates the person holding the office of Secretary of the Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested based on a discretionary exemption under the Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

The Discretionary exemptions are introduced in the Act by the phrase "the head of a government institution may refuse to disclose…"

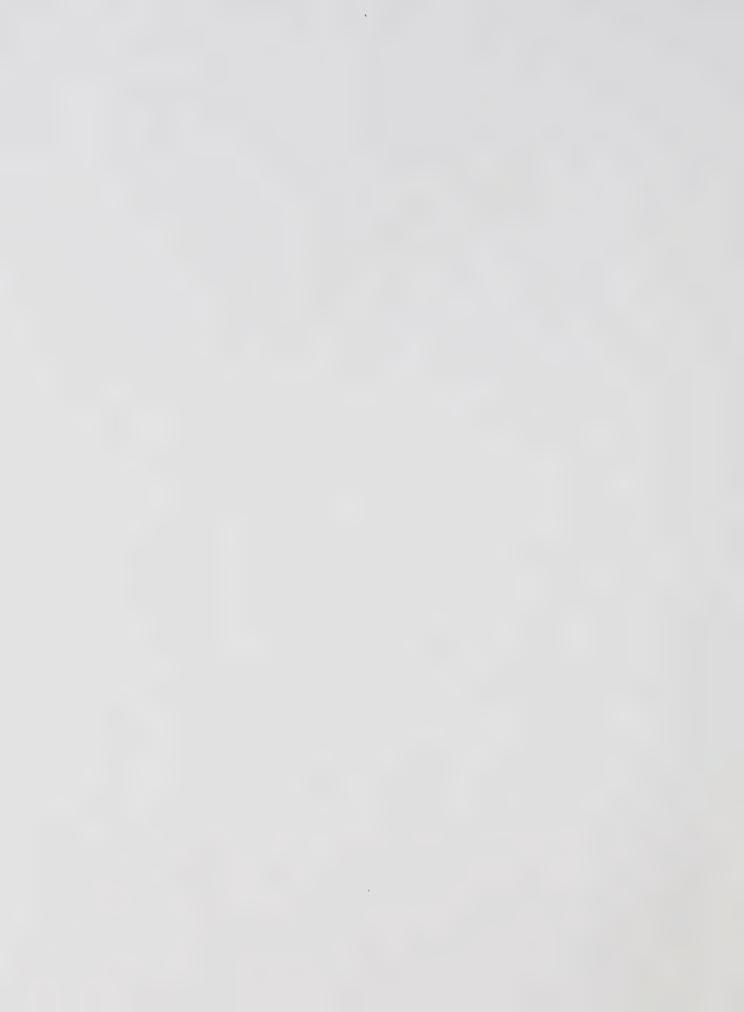
Dated at the City of Calgary, in the Province of Alberta, this 15<sup>th</sup> day of October 2002.

Kenneth W. Vollman Chairman

<sup>\*</sup> S.C. 1980-81-82 c.111







## PART A

## STATISTICAL REPORT

During the fiscal year 1 April 2003 to 31 March 2004, the National Energy Board (the Board) received two requests for information under the *Privacy Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Translations / Traductions Translations requested / Traductions demandées

Method of access / Méthode de consultation

## Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection

des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	2
Outstanding from previous period / En suspens depuis la période antérieure	
TOTAL	2
Completed during reporting period / Traitées pendant la période visées par le rapport	2
Carried forward / Reportées	0

Ш	Disposition of request completed / Disposition à l'égard des demandes traitées	
1.	All disclosed / Communication totale	1
2.	Disclosed in part / Communication partielle	
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	
5.	Unable to process / Traitement impossible	
6.	Abandonned by applicant / Abandon de la demande	
7.	Transferred / Transmission	1
TO	ΓAL	2

S.	Exceptions invoquées
Art.	18(2)

S. Art. 19(1)(a)	
(b)	
(c)	
(d)	
S. Ап. 20	
S Art. 21	
S. Art 22(1)(a)	
(b)	
(c)	
S Απ. 22(2)	
S Art 23 (a)	
(b)	
S An 24	
S Απ 25	
S Art 26	
S Art. 27	
S Art 28	

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Exclusions citées  Exclusions citées	
S. Art. 69(1)(a)	
(b)	
S. Art. 70(1)(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

IV	Exclusions citées	
S. Art. 69	9(1)(a)	
	(b)	
S. Art. 70	O(1)(a)	
	(b)	
	(c)	
	(d)	
	(e)	
	(f)	

Translati prepared	
Traducti préparée	
VIII	Method of acc
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Examina Examen	tion / de l'original
	nd examination / t examen

IX	Corrections and notation / Corrections et mention	
	tions requested / tions demandées	
	tions made / tions effectuées	
	on attached / on annexée	

English to French / De l'anglais au français

French to English / Du français à l'anglais

¥	Completion time / Délai de traitement	
	s or under / rs ou moins	1
	60 days / à 60 jours	
	20 days / à 120 jours	
	ys or over /	

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations		
Consultation		
Translation / Traduction		

Financial (all reasons Financiers (raisons	
Salary / Traitement	\$
Administration (O and M) / Administration (fonctionnement et maintien)	\$
TOTAL	\$
Person year utilization (all Années-personnes utilisées	

#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

### I Received During Reporting Period

During the reporting period, the Board received two requests under the *Privacy Act* and there were no requests outstanding from the previous reporting period.

## II Disposition of Request Completed

For one request the Board disclosed all documents requested. With respect to the remaining request, it was transferred to the department that had the documents requested.

## V Completion Time

The request completed during the reporting period, was completed within the 30 days specified in the *Privacy Act*.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Privacy totaled approximately \$685 for 24 hours.

The Board estimates that 24 hours equates to 0.02 person year.

#### PART C

#### SUPPORTING DOCUMENTATION

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Project Coordinator. In addition, the Board's Legal Counsels and staff members of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chairman of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. The Board's staff is aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.

APPENDIX 1

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

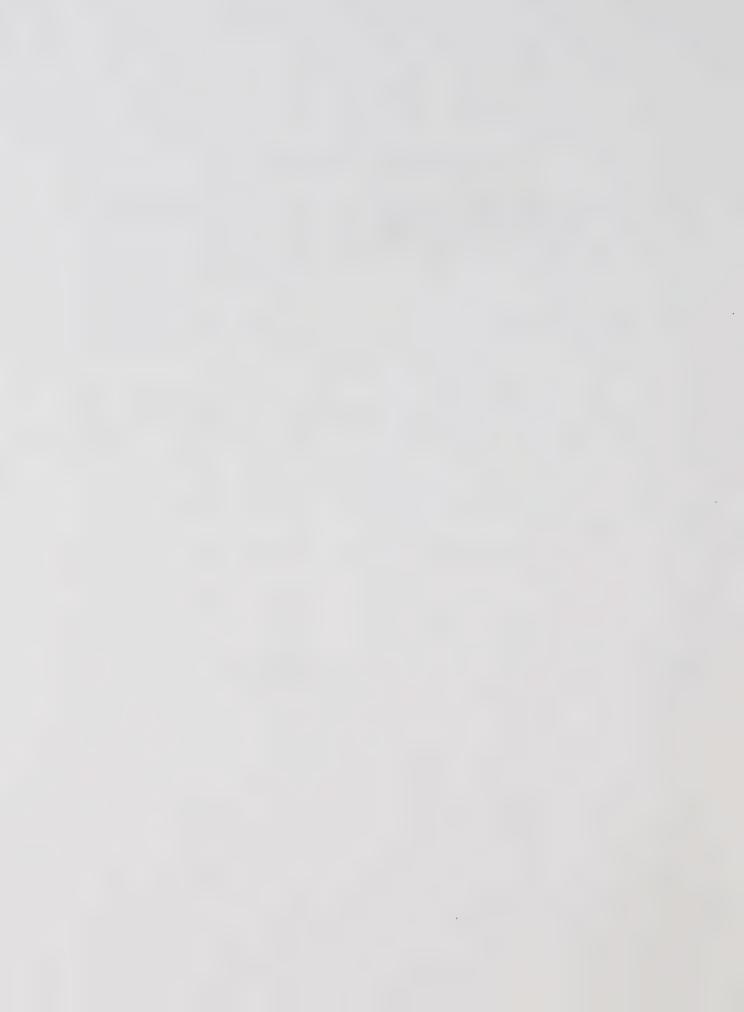
#### PRIVACY ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the <u>Privacy Act</u>\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this K day of March , 1983.

C.G. Edge Chairman

s.C. 1980-81-82, c. 111





CAL MTIO



# Annual Report Pursuant to Access to Information Act and Privacy Act



## **National Energy Board**

Annual Report
Pursuant to the
Access to Information Act
and the Privacy Act



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For further information, please contact:

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Fax: (403) 292-5503

Internet: http://www.neb-one.gc.ca

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Pour de plus amples renseignements, contactéz:

Le bureau du secrétaire Office national de l'énergie 444, Septième Avenue S.-O. Calgary (Alberta) T2P 0X8 (403) 292-4800

Télécopieur: (403) 292-5503

Internet: http://www.neb-one.gc.ca



Office of the Chairman

Bureau du Président

17 June 2005

The Honourable R. John Efford, P.C., M.P. Minister of Natural Resources 580 Booth Street Ottawa, Ontario K1A 0E4

Dear Minister:

In accordance with the provisions of Sections 72 of the *Access to Information Act* and the *Privacy Act*, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 2004 to 31 March 2005.

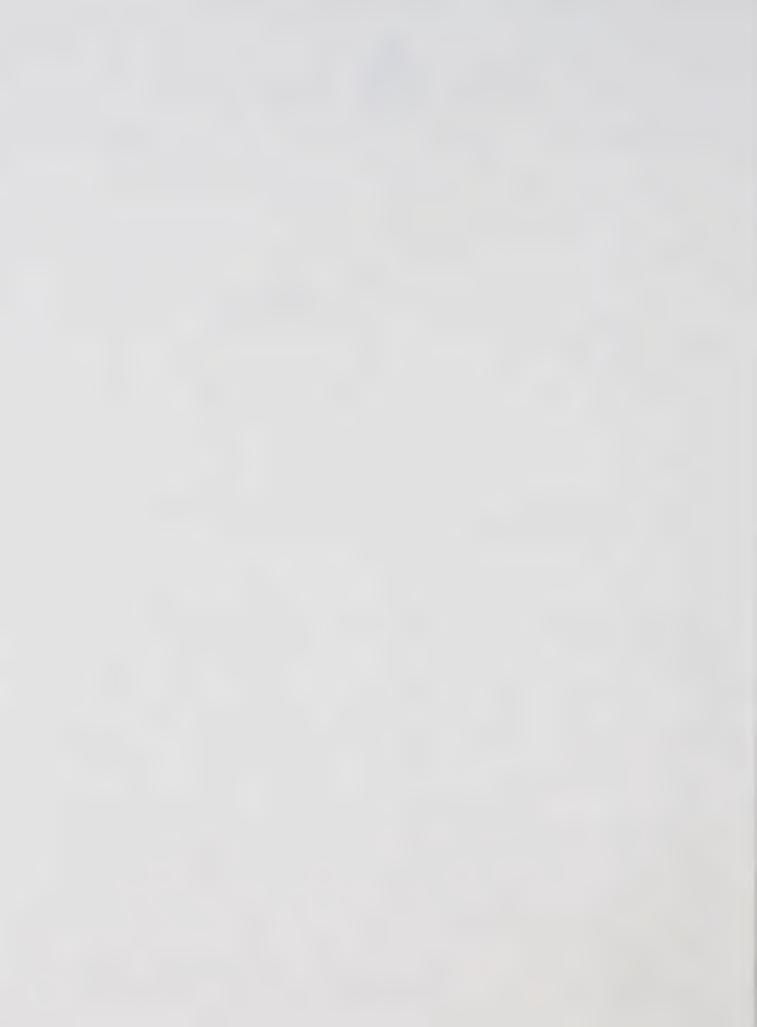
Yours truly,

Kenneth W. Vollman

Chairman

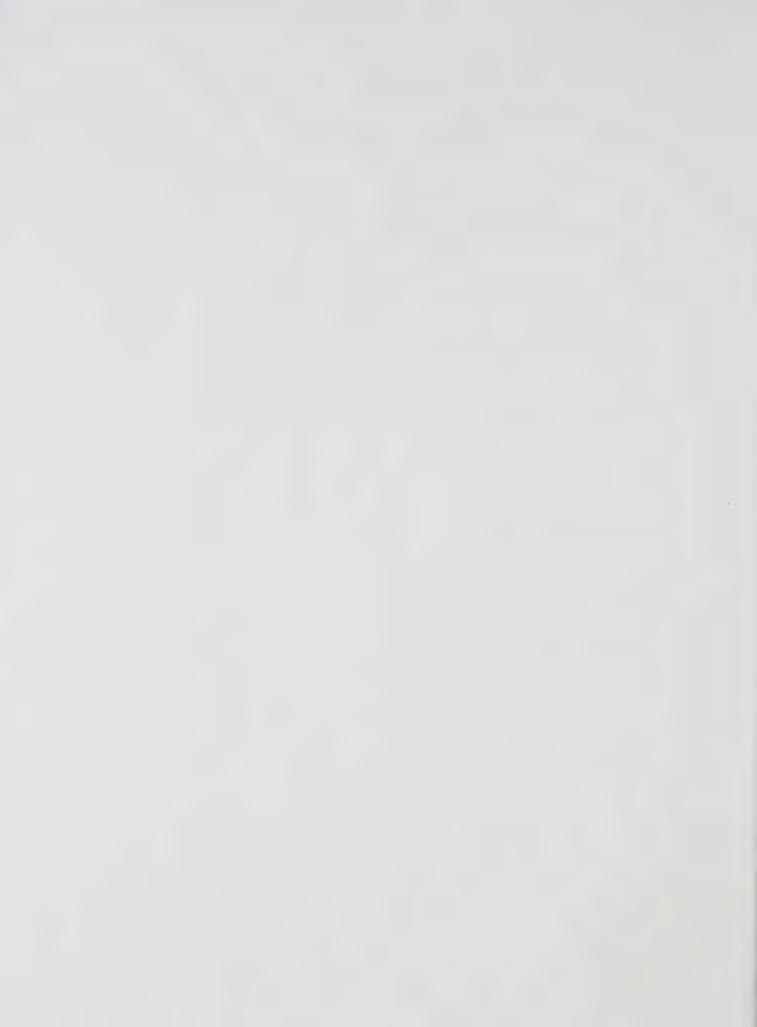
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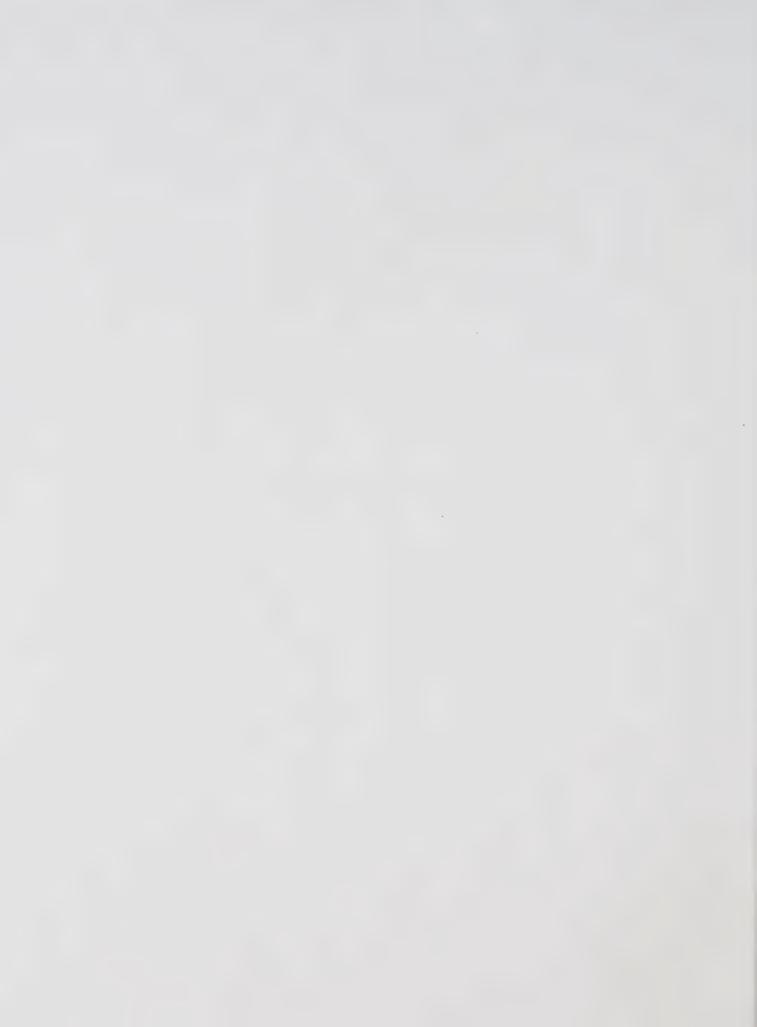


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## PART A

## STATISTICAL REPORT

During the fiscal year 1 April 2004 to 31 March 2005, the National Energy Board received ten requests for information under the *Access to Information Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Institution						Reporting period / Période visée par le rapport						
National Energy Bo	emia / Sectour univer	sitatire	Rusi	Durings / Sectors commercial			April / avril 2004 – March / mars 200 Organization / Organisme Public					
Source	Media / Médias	lias Academia / Secteur universitatir ()			Business / Secteur commercial 5				Organization / Organisme Public 4			
	r the Access to Informa vertu de la Loi sur l'acc			H		of requests complete à l'égard des demar						
Received during reporti	10	1.		All disclosed / Communication totale			6.	Unable to process / Traitement impossib				
Outstanding from prev En suspens depuis la pe	2	2 Disclosed in part / Communication partielle			5 7.			Abandoned by applicant / Abandon de la demande				
TOTAL	12	3.	Nothing dis	sclosed (excluded) / mmunication (exclusion	>		8.	Treated informally /	/			
Completed during repo	11	4.	Nothing dis	sclosed (exempt) /				tranement non one				
Traitées pendant la pér Carried forward /		Transferred /			tion) TOTAL				11			
Reportées			1	3.	Transmission	on			L			
Exceptions in												
S. S. Art. 13(1)(a) Art			16(1)(a)			S. Art. 18(b)				S. Art. 21(1)(a)		
(b)			(b)			(c)			(b)			
(e)			(c)			(d)			(c)			
(d)			(d)			S. Art. 19(1)			2	(d)		
S. Art. 14			. 16(2)			S. Art. 20(1)(a)				S. Art.22		
S. 15(1) International rel. / S. Art. Relations interm. S. Art.			. 16(3)			(b)			2 S. Art 23			
Defence / S. Défense Art			. 17			(c)			2	S. Art. 24		
Subversive activities / S. Activités subversives Art			. 18(a)			(d)			2 S. Art 26			
I Exclusions cit								ompletion ti				
Exclusions cit S.	ées	S.				Délai de traitement  30 days or under /						
Art. 68(a)			Art. 69(1)(c)				30 jours ou moins 31 to 60 days /					
(b)			(d)				De 31 à 60 jours 61 to 120 days /				3	
(c)			(e)				De 61 à 120 jours 121 days or over /					
S. Art. 69(1)(a)			(f)				121 days or over / 121 jours ou plus					
(b)			(g)									
Y Extensions / Prorogations	des délais		VI I	Translat Traducti						VIII Method of Méthode	of access / de consultation	1
	30 days or under / 31 days or over 30 jours ou moins 31 jours ou plu								Copies given / Copies de l'original	10		
Searching / Recherche	3			4 Translations prepared /		English to French / De l'anglais au français				Examination / Examen de l'original		
Consultation			Traductions préparées			French to English / Du français à l'anglais				Copies and examinat Copies et examen		
Third party / Tiers						G			Jl			
TOTAL	3		4									
I Fees /		I					- Co	osts				
<b>X</b> Frais		Net fees c	ollected /					oûts		Financial (all reaso	ons) /	
Frais net				T	Salary /			Financiers (raisons)				
Frais de la demande \$50.0		\$50.00	Préparation	20./		NA	Traitement				\$	4299.75
Reproduction			Computer processing / Traitement informatique			NA	Administration (O and M) / Administration (fonctionnement et maintien)				2315.25	
Searching / Recherche			TOTAL			NA	TOTAL				\$	6615.00
Fees waived / Dispense de frais			No. of time Nombre de			\$			Person year utilization (all reasons) / Années-personnes utilisées (raison)			
\$25,00 or under / 25 \$ ou moins					\$ Person year (decir Années-personnes				ecimal format) / nes (nombre décimal)			.10
Over \$25.00 /											-	

\$

#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

#### I Received During Reporting Period

During the reporting period, the Board received ten requests under the *Access to Information Act* and there were two requests outstanding from the previous reporting period.

### II Disposition of Requests Completed

For five of the requests completed during the reporting period, the Board disclosed only parts of the documents because the remainders were exempt, one under Section 16(2), two under Section 19(1) and two under Section 20(1) (b)(c)(d) of the *Access to Information Act*. With respect to the remaining six requests, all documents requested were disclosed; one came in near year end and was carried forward to 2005-2006 fiscal year.

## V Completion Time

Of the eleven requests completed during the reporting period, five were completed within the 30 days specified in the *Access to Information Act*, and for six requests a 30 day extension was sought.

#### IX Fees

For this reporting period \$50.00 in fees were collected.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Access to Information totaled approximately \$6615.00 for 150 hours.

The Board estimates that 150 hours equates to 0.16 person year.

#### PART C

#### SUPPORTING DOCUMENTATION

#### I General

The National Energy Board (the Board) is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of 12 Information Bulletins to date, 21 news releases during the reporting period, an Annual Report that covers calendar year 2004, an Internet site <a href="www.neb-one.gc.ca">www.neb-one.gc.ca</a>, the Regulatory Agenda publication on a monthly basis and two videos, one describing the role of the NEB, and one describing the Board's public hearing process.

The provision of information to the public is not new to the Board, and the Board encourages the public to request information informally rather than formally under official *Access to Information Act* requests. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, we have in place measures to administer the Act. These measures are described in the following sections.

## II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Administrator. In addition, Board's Legal Counsels provide advice and employees contribute with technical information as required.

## III Implementation of the Access to Information Act

As previously mentioned, the proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room has been designated.

#### IV Formal/Informal Interface

The Board receives an average of 116 requests for information each month. Approximately 20 percent of these requests are of a complex nature, requiring research and co-ordination with other business units, and the average response time is five working days.

Neither the proclamation of the *Access to Information Act* nor the requests received under the Act has affected the number of informal requests received and disposed of by the Board.

#### V Institutional Policies

The Board formalized its administrative procedures in the form of a manual, which was undertaken in order to ensure requests are processed in accordance with the applicable delegation documents and legislative authorities.

#### **VI Delegation Instrument**

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act, except for the power to refuse access to a record requested based on a discretionary exemption under the *Access to Information Act*. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team, which Team shall have the power to grant or refuse access to the record.

A copy of the Designation Order and a Designation Replacement Order are attached as Appendix I and Appendix II, respectively.

APPENDIX I

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 16 day of March , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82 c. 111

National Energy Board



Office national de l'énergie

## ACCESS TO INFORMATION ACT DESIGNATION REPLACEMENT ORDER

The Chairman of the National Energy Board (the Board), pursuant to Section 73 of the Access to Information Act, (the Act) hereby replaces the Access to Information Act Designation Order made on the 18<sup>th</sup> day of March 1983, at the City of Ottawa in the Province of Ontario, as modified by the Access to Information Act designation Amendment Order made on the 27<sup>th</sup> day of May 1998, at the City of Calgary, in the Province of Alberta by the following text.

The Chairman of the Board, pursuant to Section 73 of <u>the Access to Information Act</u>\* hereby designates the person holding the office of Secretary of the Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested based on a discretionary exemption under the Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

The Discretionary exemptions are introduced in the Act by the phrase "the head of a government institution <u>may</u> refuse to disclose..."

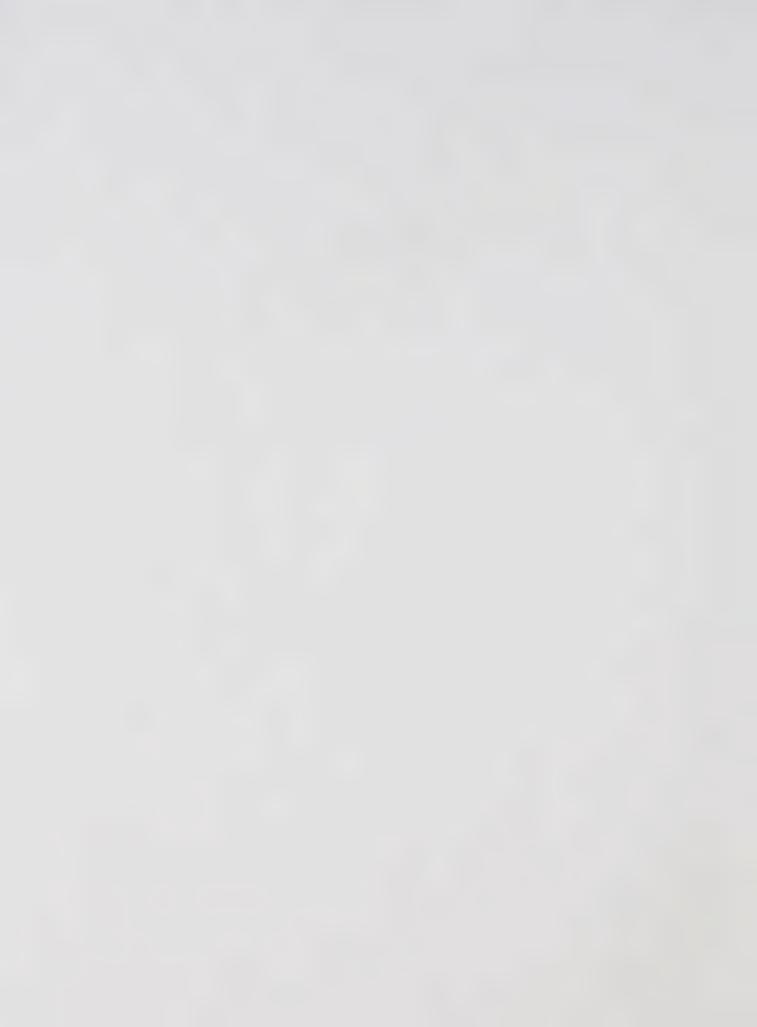
Dated at the City of Calgary, in the Province of Alberta, this 15<sup>th</sup> day of October 2002.

Kenneth W. Vollman

Chairman







## PART A

## STATISTICAL REPORT

During the fiscal year 1 April 2004 to 31 March 2005, the National Energy Board (the Board) received two requests for information under the *Privacy Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Instit Nati	ution ional Energy Board/Office national de l'énergie					Reporting period	April/avril	04 - N	1arch/mars	
1	2	IV Exclusions cited / VI Translations / Traductions								
	ived during reporting period / es pendant la période visée par le rapport	S. Art. 69(1)(a)				Translations requested / Traductions demandées				
Outstanding from previous period / En suspens depuis la période antérieure			(b)			Translation prepared /	English to French / De l'anglais au français		C	
тот	AL	S. Art. 70(1)(a)			Traduction préparées	French to English / Du français à l'anglais		C		
	pleted during reporting period / ées pendant la période visées par le rapport	(b)								
Carri Repo	ed forward / rtées	(c)				VIII Method of access / Méthode de consultation				
			(d)			Copies give Copies de l			C	
И	Disposition of request completed / Disposition à l'égard des demandes traitées	(e)				Examination / Examen de l'original				
1.	All disclosed / Communication totale	2	(f)			Copies and examination / Copies et examen				
2.	Disclosed in part / Communication partielle									
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)		Completion Délai de tro							
4.	Nothing disclosed (exempt) / Aucune communication (exemption)		30 days or under / 30 jours ou moins				orrections and notation / orrections et mention			
5.	Unable to process / Traitement impossible		31 to 60 days / De 31 à 60 jours				s requested / s demandées			
6.	Abandonned by applicant / Abandon de la demande		61 to 120 days / De 61 à 120 jours			Correction Correction				
7.	Transferred / Transmission		121 days or over / 121 jours ou plus			Notation at Mention at				
TO	TAL	2								
II Ĭ	Exemptions invoked / Exceptions invoquées		WI Extentions Prorogatio	e/ ons des délais			X Costs / Coûts			
S. Art.	rt. 18(2)					days or over / jours ou plus	Financial (all reasons) / Financiers (raisons)			
S. Art.	19(1)(a)		Interference with operations / Interruption des opérations				Salary / Traitement	\$	220.50	
	(h)		Consultation				Administration (O and M) / Administration (fonctionnement maintien)	et \$	5	
	(c)		Translation / Traduction				TOTAL	\$	220.50	
	(d)		TOTAL		0	0				
S. Art.	S. Art. 20						Person year utilization Années-personnes utili			
S. Art.	21						Person year (decimal format) / Années-personnes (nombre décimal)		.01	
S. Art.	22(1)(a)									
	(b)									
	(e)									

S. Art. 28 TBS/SCT 350-63 (Rev. 1999/03)

Art. 22(2) S. Art. 23 (a) (h)

S. Art. 24 S. Art. 25 S. Art. 26 S. Art. 2" 0

0 0

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220.50

220.50

.01

#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

## I Received During Reporting Period

During the reporting period, the Board received two requests under the *Privacy Act* and there were no requests outstanding from the previous reporting period.

## II Disposition of Request Completed

Of the two requests, no records existed.

#### V Completion Time

The requests completed during the reporting period, were completed within the 30 days specified in the *Privacy Act*.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Privacy totaled approximately \$220.50 for 9 hours.

The Board estimates that 9 hours equates to .01 person year.

#### PART C

#### SUPPORTING DOCUMENTATION

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Administrator. In addition, the Board's Legal Counsels and staff members of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chairman of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. The Board's staff is aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.

APPENDIX I

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

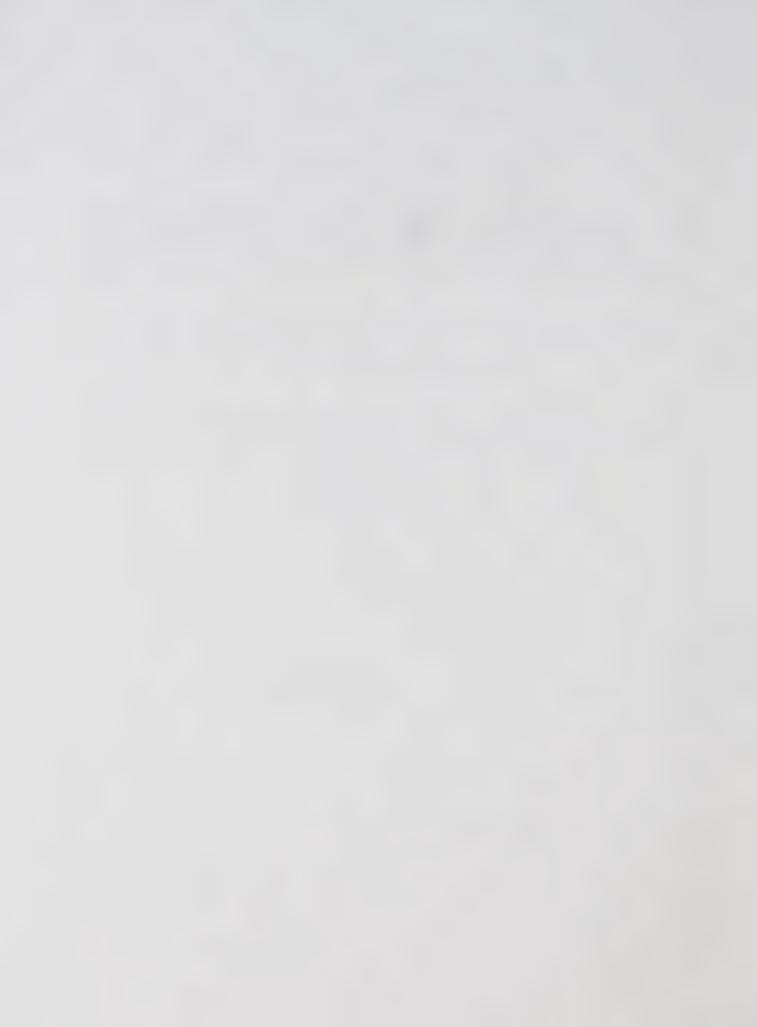
#### PRIVACY ACT DESIGNATION ORDER

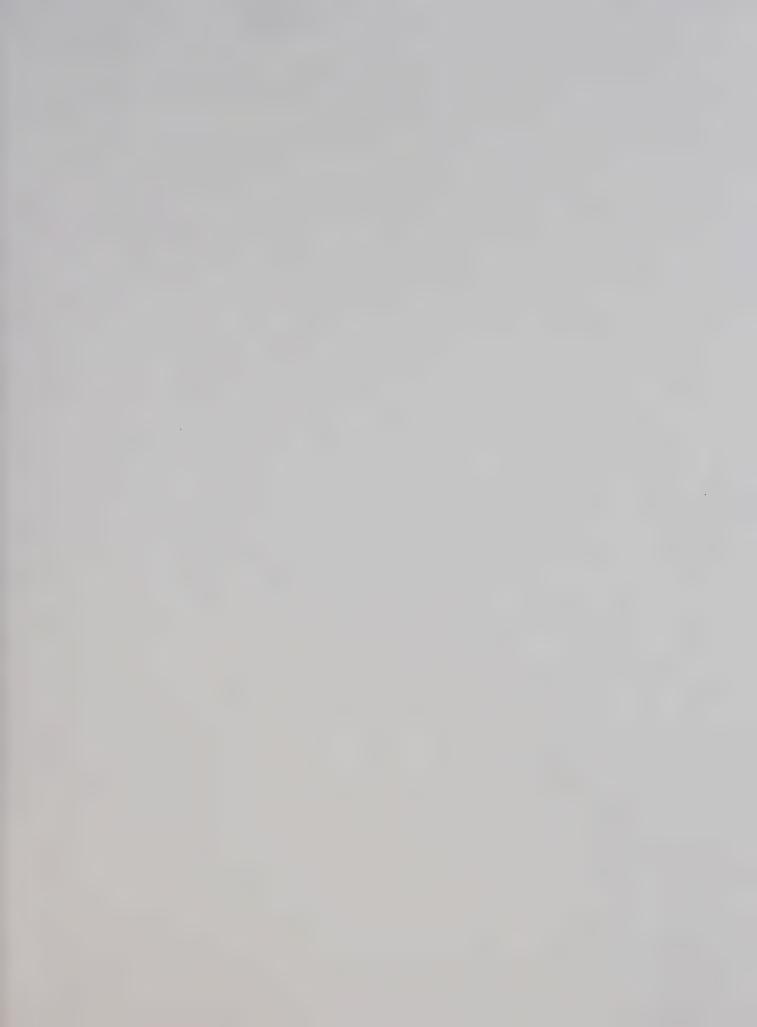
The Chairman of the National Energy Board, pursuant to Section 73 of the <u>Privacy Act</u>\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this 15 day of March , 1983.

C.G. Edge Chairman

s.c. 1980-81-82, c. 111





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# Annual Report Pursuant to Access to Information Act and Privacy Act



## **National Energy Board**

Annual Report
Pursuant to the
Access to Information Act
and the Privacy Act

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Fax: (403) 292-5503

Internet: http://www.neb-one.gc.ca

©Sa Majesté la Reine du Chef du Canada 2007 représenté par l'office national de l'énergie

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Le bureau du secrétaire Office national de l'énergie 444, Septième Avenue S.-O. Calgary (Alberta) T2P 0X8 (403) 292-4800

Télécopieur: (403) 292-5503

Internet: http://www.neb-one.gc.ca

## 15 August 2007

The Honourable Gary Lunn, P.C., M.P. Minister of Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4

#### Dear Minister:

In accordance with the provisions of Sections 72 of the *Access to Information Act* and the *Privacy Act*, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 2006 to 31 March 2007.

Yours truly,

Gaétan Caron Acting Chairman

Attachment



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		Page
I	Access to Information	1
	Part A - Introduction	2
	Part B - Interpretation/Explanation	4
	Part C - Supporting Documentation	5
	Appendix I - Designation Order	7
	Appendix II - Amendment of Designation Order	8
II	Privacy	9
	Part A - Statistical Report	10
	Part B - Interpretation/Explanation	12
	PART C - Privacy Impacts Assessments	12
	PART D – New Data Matching and Sharing Activities	12
	Part E - Supporting Documentation	· 13
	Appendix I - Designation Order	14





## PART A INTRODUCTION

The National Energy Board (the NEB or the Board) is an independent federal regulatory agency that was established in 1959. The Board regulates the following specific aspects of the energy industry:

- the construction and operation of interprovincial and international pipelines;
- pipeline traffic, tolls and tariffs;
- the construction and operation of international and designated interprovincial power lines;
- the export and import of natural gas;
- the export of oil and electricity; and
- Frontier oil and gas activities.

## Other responsibilities include:

- providing energy advice to the Minister of Natural Resources in areas where the Board has expertise derived from its regulatory functions;
- carrying out studies and preparing reports when requested by the Minister;
- conducting studies into specific energy matters;
- holding public inquiries when appropriate; and
- monitoring current and future supplies of Canada's major energy commodities.

In addition to its responsibilities under the *National Energy Board Act* (NEB Act), the Board also has responsibilities under the *Canada Oil and Gas Operations Act*, the *Canadian Environmental Assessment Act*, the *Northern Pipeline Act*, and certain Provisions of the *Canada Petroleum Resources Act*. As a result of the *Canada Transportation Act*, which came into effect on 1 July 1996, the Board's jurisdiction has been broadened to also include pipelines that transport commodities other than oil or natural gas.

During the fiscal year 1 April 2006 to 31 March 2007, the National Energy Board received two requests for information under the *Access to Information Act*, and 24 third party requests. The third party requests required significant resources to process and accounts for the vast majority of the Board's costs of administering the *Access to Information Act*. Costs, including the third party requests, and pertinent administrative information are provided in the Statistical Report on the next page. The Board did not receive any requests under the *Privacy Act*.

nstitution National Energy Board / Office national de l'énergie											riod / Période visée par le r ril 2006 – March / m			
Source Media / Médias Academia / Secteur universitatire 0 0					atire	Business / Secteur commercial				Organization / Organisme Public				
Parameter of	1-1		0			D:	1				()	1		
. Demandes	under the Access to Informs s en vertu de la Loi sur l'a				H	Dispe	ositon of requests complet osition à l'égard des demo							
eceived during rep eçu pendant la pé		2	1.		disclosed / nmunication totale			2 6.	Unable to process / Traitement impossible					
Outstanding from p En suspens depuis		1	2.	Disclosed in part / Communication partielle				7.	Abandoned by applicar Abandon de la demand		1			
FOTAL				3	3.	Nothing disclosed (excluded) / Aucune communication (exclu				8. Treated informally / Traitement non officiel				
Completed during reporting period / Fraitées pendant la période visées par le rapport				3	4.	Nothing disclosed (exempt) / Aucune communication (exem								
Carried forward / Reportées					5.	Transferred / Transmission			TOTAL				3	
						1 talk	HHISSROIL							
	ns invoked / s invoquées													
S. Art. 13(1)(a)		S. Ari	t 16(1)(a)				S. Art. 18(b)				S. Art. 21(1)(a)			
(b)			(b)				(c)				(b)			
(c)			(c)				(d)				(c)			
(d)			(d)				S. Art. 19(1)			1	(d)			
S. Art. 14		S. Ar	1. 16(2)				S. Art. 20(1)(a)				S. Art.22			
S. 15(1) International rel. / S.			t. 16(3)				(b)			3	S. Art 23			
Defence / S.			t. 17				(c)			4	9			
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	tivités subversives	Al	t. 18(a)								Art 26			
Exclusion Exclusion									V Completio Délai de t					
S. Art. 68(a)	S. Art. 69(1)(c)					30 days or under / 30 jours ou moins					3			
(b)		(d)				31 to 60 day De 31 à 60 j								
(c)			(e)					61 to 120 days / De 61 à 120 jours						
S. Art. 69(1)(a)			(1)				121 days or over 121 jours ou plus							
(b)				(g)					121 Jours ou pius					
V Extension Prorogati	ns / ions des délais				Translati Traductio						Will Method of a Méthode de			
	30 days or under / 30 jours ou moins	31 days or over 31 jours ou plus		Translatio Traductio					0		Copies given / Copies de l'original		2	
Searching / Recherche		2	1	Tran	slations pared /	F	inglish to French / De l'anglais au français				Examination / Examen de l'original			
Consultation				Trad	uctions	F	rench to English /				Copies and examination	/		
Third party /		1		pré	parées		Ou français à l'anglais				Copies et examen			
Tiers		1												
TOTAL		3	1											
Fees / Frais									X Costs Coûts					
	offected /						Financial (all reasons) / Financiers (raisons)			/				
Application fees / \$ 10.00		Preparation / Préparation					Salary / Traitement				21194.46			
Reproduction			Computer processing / Traitement informatique					Administration (O and M) / Administration (Ionetionnement et maintien)			11610.56			
Searching / Recherche			TOTAL			\$ 10.00			TOTAL \$ 32					
ecenciene.	Fees waived /			lo, of times /			\$		Person year utilization (all reasons) /					
\$25.00 or under /	Dispense de frais		N	ombre de tois		\$			Années-personnes utilisées (raison)  Person year (decimal format) /				0.19	
25 \$ ou moins Over \$25,00 /									Années-personnes	(nombre o	decimal)		0.19	
Over \$25,007 De plus de 25 \$						\$								

#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

## I Received During Reporting Period

During the reporting period, the Board received two requests under the *Access to Information Act* and there was one request outstanding from the previous reporting period. The Board also received 24 third party requests, which required significant resources to process.

## II Disposition of Requests Completed

The Board disclosed all documents requested.

## V Completion Time

All requests were completed within the 30 days specified in the *Access to Information Act*.

#### IX Fees

For this reporting period \$10.00 in fees were collected.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Access to Information totaled \$32805.02 for 370 hours. These costs also include the resources required to process 24 third party requests.

The Board estimates that 370 hours equates to 0.19 person year.

#### PART C

#### SUPPORTING DOCUMENTATION

#### I General

The National Energy Board (the Board) is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of 52 news releases during the reporting period, an Annual Report that covers calendar year 2006, an Internet site <a href="www.neb-one.gc.ca">www.neb-one.gc.ca</a>, and the Regulatory Agenda publication on a quarterly basis.

The Board encourages the public to request information informally rather than formally under official *Access to Information Act* requests. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, there are measures in place to administer the Act. These measures are described in the following sections.

## II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Administrator. In addition, Board's Legal Counsels provide advice and employees contribute with technical information as required.

## III Implementation of the Access to Information Act

The proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room is designated.

### **IV Formal/Informal Interface**

The Board receives numerous requests for information each month. Some are of a complex nature, requiring research and co-ordination with other business units, and the average response time is five working days.

#### V Institutional Policies

The Board has a formalized its administrative procedures in the form of a manual, which was undertaken in order to ensure requests are processed in accordance with the applicable delegation documents and legislative authorities.

### **VI Delegation Instrument**

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act, except for the power to refuse access to a record requested based on a discretionary exemption under the Access to Information Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team, which Team shall have the power to grant or refuse access to the record.

A copy of the Designation Order and a Designation Replacement Order are attached as Appendix I and Appendix II, respectively.

APPENDIX I

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 16 day of March , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82 c. 111

National Energy Board



Office national de l'énergie

# ACCESS TO INFORMATION ACT DESIGNATION REPLACEMENT ORDER

The Chairman of the National Energy Board (the Board), pursuant to Section 73 of the Access to Information Act, (the Act) hereby replaces the Access to Information Act Designation Order made on the 18<sup>th</sup> day of March 1983, at the City of Ottawa in the Province of Ontario, as modified by the Access to Information Act designation Amendment Order made on the 27<sup>th</sup> day of May 1998, at the City of Calgary, in the Province of Alberta by the following text.

The Chairman of the Board, pursuant to Section 73 of <u>the Access to Information Act</u> hereby designates the person holding the office of Secretary of the Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested based on a discretionary exemption under the Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

The Discretionary exemptions are introduced in the Act by the phrase "the head of a government institution <u>may</u> refuse to disclose..."

Dated at the City of Calgary, in the Province of Alberta, this 15<sup>th</sup> day of October 2002.

Kenneth W. **Vollman** Chai**rman** 

## II PRIVACY

## **PART A**

## STATISTICAL REPORT

During the fiscal year 1 April 2006 to 31 March 2007, the National Energy Board (the Board) received no requests for information under the *Privacy Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

ıstitu Vati	tion onal Energy Board/Office national de l'énergie				R			sée par le rapport arch/mars 07
			Exclusions Exclusions				anslations / aductions	
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7.	Transferred /		121 days or over /			Notation at	tached /	
FOT	Transmission		121 jours ou plus			Mention and	lexee .	
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o French / lais au français o English / () () ()

Financial (all reasons Financiers (raisons	
Salary / Traitement	\$
Administration (O and M) / Administration (fonctionnement et maintien)	\$
TOTAL	\$ 0.00
Person year utilization (all Années-personnes utilisées	
Person year (decimal format) / Années-personnes (nombre	

#### PART B

### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

## I Received During Reporting Period

Not applicable.

## **II** Disposition of Request Completed

Not applicable.

## V Completion Time

Not applicable.

### X Costs

Not applicable.

#### PART C

# PRIVACY IMPACTS ASSESSMENTS AND PRELIMINARY PRIVACY IMPACT ASSESSMENTS

The Board has not initiated or completed any Privacy Impacts Assessments or Preliminary Privacy Impact Assessments. Consequently, no Privacy Impacts Assessments were forwarded to the Office of the Privacy Commissioner.

#### PART D

### DATA MATCHING AND SHARING ACTIVITES

The Board has not undertaken any new data matching and sharing activities.

#### PART C

#### SUPPORTING DOCUMENTATION

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Administrator. In addition, the Board's Legal Counsels and staff members of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chairman of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. The Board's staff is aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.

APPENDIX 1

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

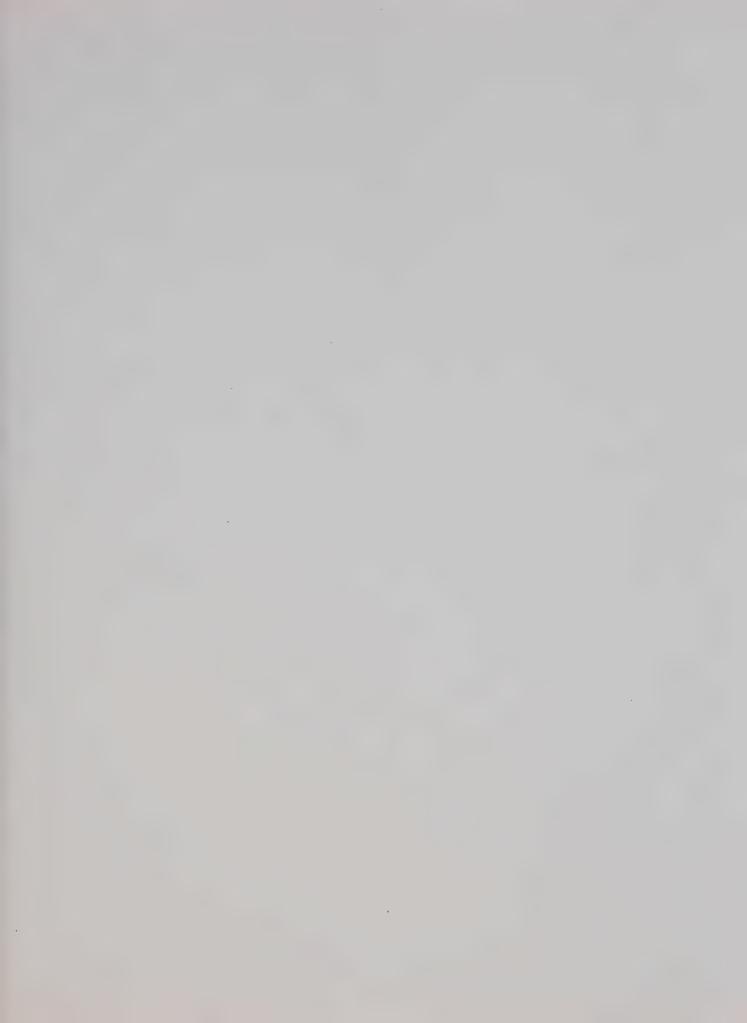
#### PRIVACY ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the <u>Privacy Act</u>\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this 16 day of March , 1983.

C.G. Edge Chairman

s.C. 1980-81-82, c. 111







# Annual Report Pursuant to Access to Information Act and Privacy Act



## **National Energy Board**

Annual Report
Pursuant to the
Access to Information Act
and the Privacy Act



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For further information, please contact:

The Office of the Secretary National Energy Board 444 Seventh Avenue S.W. Calgary, Alberta T2P 0X8 (403) 292-4800

Fax: (403) 292-5503

Internet: http://www.neb-one.gc.ca

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Télécopieur: (403) 292-5503

Internet: <a href="http://www.neb-one.gc.ca">http://www.neb-one.gc.ca</a>

## National Energy Board



# Office national de l'énergie

Office of the Chair and CEO

Bureau du président et premier dirigeant

16 June 2008

The Honourable Gary Lunn, P.C., M.P. Minister of Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4

## Dear Minister:

In accordance with the provisions of Sections 72 of the *Access to Information Act* and the *Privacy Act*, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 2007 to 31 March 2008.

Yours sincerely,

Gaétan Caron Chair and CEO

Attachment



Facsimile/Télécopieur : 1-877-288-8803



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# PART A INTRODUCTION

The National Energy Board (the NEB or the Board) is an independent federal regulatory agency that was established in 1959. The Board regulates the following specific aspects of the energy industry:

- the construction and operation of interprovincial and international pipelines;
- pipeline traffic, tolls and tariffs;
- the construction and operation of international and designated interprovincial power lines;
- the export and import of natural gas;
- the export of oil and electricity; and
- Frontier oil and gas activities.

### Other responsibilities include:

- providing energy advice to the Minister of Natural Resources in areas where the Board has expertise derived from its regulatory functions;
- carrying out studies and preparing reports when requested by the Minister;
- conducting studies into specific energy matters;
- holding public inquiries when appropriate; and
- monitoring current and future supplies of Canada's major energy commodities.

In addition to its responsibilities under the *National Energy Board Act* (NEB Act), the Board also has responsibilities under the *Canada Oil and Gas Operations Act*, the *Canadian Environmental Assessment Act*, the *Northern Pipeline Act*, and certain Provisions of the *Canada Petroleum Resources Act*. As a result of the *Canada Transportation Act*, which came into effect on 1 July 1996, the Board's jurisdiction has been broadened to also include pipelines that transport commodities other than oil or natural gas.

During the fiscal year 1 April 2007 to 31 March 2008, the National Energy Board received eight requests for information under the *Access to Information Act*, and 17 third party requests. The third party requests required significant resources to process and accounts for the vast majority of the Board's costs of administering the *Access to Information Act*. Costs, including the third party requests, and pertinent administrative information are provided in the Statistical Report on the next page. The Board did not receive any requests under the *Privacy Act*.

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Institution National Energ	v Board/Offic	e national d	e l'énergie										riod / Période visée par 2007 to March/mars			
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(c)				(c)					(d)				(c)			
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#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

## I Received During Reporting Period

During the reporting period, the Board received eight requests under the *Access to Information Act* and there was one request outstanding from the previous reporting period. The Board also received 17 third party requests, which required significant resources to process.

## II Disposition of Requests Completed

The Board disclosed all documents requested.

## V Completion Time

The requests in 2007–2008 were completed in the following timeframes:

4 within 30 days or less;

1 within 31 to 60 days;

1 within 61 to 120 days; and

1 took 121 days or over.

The NEB found it necessary to seek an extension to the prescribed time limit to search through a large volume of records.

### IX Fees

For this reporting period \$35.00 in fees were collected.

#### X Costs

The costs incurred for handling the requests and administrative matters dealing with Access to Information totaled \$25,876.00 for 687 hours. These costs also include the resources required to process 17 third party requests.

The Board estimates that 687 hours equates to 0.23 person year.

#### PART C

# SUPPORTING DOCUMENTATION

#### I General

The National Energy Board (the Board) is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of 47 news releases during the reporting period, an Annual Report that covers calendar year 2007, an Internet site <a href="www.neb-one.gc.ca">www.neb-one.gc.ca</a>, and the Regulatory Agenda publication on a quarterly basis.

The Board encourages the public to request information informally rather than formally under official *Access to Information Act* requests. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, there are measures in place to administer the Act. These measures are described in the following sections.

# II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. Effective January 2008, a new role as ATIP Analyst and Executive Support Officer has been created to assist the Secretary of the Board in ATIP requests. In addition, Board's Legal Counsels provide advice and employees contribute with technical information as required.

New software has also been installed to better assist in processing, reporting and managing ATIP requests.

# III Implementation of the Access to Information Act

The proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room is designated.

#### IV Formal/Informal Interface

The Board receives numerous requests for information each month. Some are of a complex nature, requiring research and co-ordination with other business units, and the average response time is 30 working days.

#### V Institutional Policies

The Board has a formalized its administrative procedures in the form of a manual, which was undertaken in order to ensure requests are processed in accordance with the applicable delegation documents and legislative authorities.

## **VI Delegation Instrument**

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chair as head of a government institution under the Act, except for the power to refuse access to a record requested based on a discretionary exemption under the *Access to Information Act*. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, the Secretary shall refer the request to the Executive Team, which Team shall have the power to grant or refuse access to the record.

A copy of the Designation Order and a Designation Replacement Order are attached as Appendix I and Appendix II, respectively.

## VII Training

There were no training activities undertaken in 2007-08.

APPENDIX I

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

#### ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 16 day of March , 1983.

C.G. Edge Chairman

<sup>\*</sup> S.C. 1980-81-82 c. 111

National Energy Board



Office national de l'énergie

# ACCESS TO INFORMATION ACT DESIGNATION REPLACEMENT ORDER

The Chairman of the National Energy Board (the Board), pursuant to Section 73 of the Access to Information Act, (the Act) hereby replaces the Access to Information Act Designation Order made on the 18<sup>th</sup> day of March 1983, at the City of Ottawa in the Province of Ontario, as modified by the Access to Information Act designation Amendment Order made on the 27<sup>th</sup> day of May 1998, at the City of Calgary, in the Province of Alberta by the following text.

The Chairman of the Board, pursuant to Section 73 of <u>the Access to Information Act</u><sup>®</sup> hereby designates the person holding the office of Secretary of the Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested based on a discretionary exemption under the Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

The Discretionary exemptions are introduced in the Act by the phrase "the head of a government institution may refuse to disclose..."

Dated at the City of Calgary, in the Province of Alberta, this 15th day of October 2002.

Kenneth W. Vollman Chairman

<sup>\*</sup>S.C. 1980-81-82 c.111

# II PRIVACY

## **PART A**

# STATISTICAL REPORT

During the fiscal year 1 April 2007 to 31 March 2008, the National Energy Board (the Board) received no requests for information under the *Privacy Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

1 474			
Instit Natio	ution onal Energy Board/Office national de l'énergie		
1	Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels		
	vived during reporting period / les pendant la période visée par le rapport	0	
	tanding from previous period / uspens depuis la période antérieure	0	
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	pleted during reporting period / ées pendant la période visées par le rapport	0	
	ed forward / ortées	0	
11	Disposition of request completed / Disposition à l'égard des demandes traitées		
1.	All disclosed / Communication totale		
2.	Disclosed in part / Communication partielle		
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)		
4.	Nothing disclosed (exempt) / Aucune communication (exemption)		
5.	Unable to process / Traitement impossible		
6.	Abandonned by applicant /		
7.	Abandon de la demande  Transferred /		
тот	Transmission		
III	Exemptions invoked / Exceptions invoquées		
S. Art. 1	8(2)		
S. Art. 1	9(1)(a)		
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S. Art. 2	20		
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TBS/SCT 350-63 (Rev. 1999/03)

1V	Exclusions citées  Exclusions citées	
S. Art. 69	9(1)(a)	
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Reporting period / Période visée par le rapport April/avril 2007 to March/mars 2008

Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

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	Person year utilization (all Années-personnes utilisée	
	on year (decimal format) / es-personnes (nombre nal)	

#### PART B

#### INTERPRETATION/EXPLANATION

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

# I Received During Reporting Period

Not applicable.

# II Disposition of Request Completed

Not applicable.

# V Completion Time

Not applicable.

#### X Costs

Not applicable.

#### PART C

# PRIVACY IMPACTS ASSESSMENTS AND PRELIMINARY PRIVACY IMPACT ASSESSMENTS

The Board has not initiated or completed any Privacy Impacts Assessments or Preliminary Privacy Impact Assessments. Consequently, no Privacy Impacts Assessments were forwarded to the Office of the Privacy Commissioner.

## **PART D**

### DATA MATCHING AND SHARING ACTIVITES

The Board has not undertaken any new data matching and sharing activities.

#### PART C

# SUPPORTING DOCUMENTATION

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. Effective January 2008, a new role as ATIP Analyst and Executive Support Officer has been created to assist the Secretary of the Board in Privacy requests. In addition, the Board's Legal Counsels and staff members of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chair of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. The Board's staff is aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.

New software has also been installed to better assist in processing, reporting and managing Privacy requests.

There were no training activities undertaken in 2007-08.

APPENDIX 1

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

#### PRIVACY ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the <u>Privacy Act</u>\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this & day of March , 1983.

C.G. Edge Chairman

s.c. 1980-81-82, c. 111

